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ABSTRACT

This guide attempts to identify the basic municipal records produced within the several governmental units of Schenectady County (one city, five towns, two villages) and located in those units and in other institutions. The list of 118 entities (agencies, departments, etc.) is arranged by governmental unit and each includes: an address, contact person, the working hours, duplicating capability, and holdings. Records not available for public inspection are also noted. (Author/DAG)

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ED142171

SCHENECTADY COUNTY: A GUIDE TO THE MUNICIPAL RECORDS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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INTRODUCTION

The history of Schenectady began as early as 1661, when Arendt Van Curler, after becoming dissatisfied with the patroon system of Kiliaen Van Rensselaer, requested permission to purchase land in the Mohawk Valley from the Indians. In 1798, the city of Schenectady was incorporated, but it was not until 1809 that Schenectady County, formerly a part of Albany County, was organized. As time went on, the governmental units in Schenectady County evolved to include one city (Schenectady), five towns (Rotterdam, Glenville, Duanesburg, Princetown, and Niskayuna), and two villages (Scotia and Delanson), each rich in historical and municipal documentation.

This Guide attempts to identify the basic municipal records produced by the several governmental units of Schenectady County and located in those units and in other institutions. While the lists are not exhaustive inventories, they represent the full range of records produced by the entities. Records not available for public inspection are also noted. The Guide was compiled by students in a graduate seminar on municipal documents offered at the School of Library and Information Science, State University of New York at Albany, during the fall semester 1976. Those involved in the project were:

Suzanne Aiardo
Mark Brenneman
Mary Bucher
Carolyn Civill
Pat Campbell
Ray Gerke
Gloria Miccioli
Joe Morehead (Faculty Advisor)
Donald Pfeifer
Lynn Sussman
Kathy Swarthout

Within the limitations imposed by the academic calendar, every effort was made to compile as much information as possible. The group would like to express appreciation to all the persons in the agencies and institutions who gave generously of their time and knowledge to make the project possible. Special thanks should be accorded to Donna Wanek, whose typing skills transformed the rough drafts into final copy.

Finally, for researchers and other interested persons, attention is directed to a comprehensive survey of municipal records for Schenectady County before 1935, compiled as a project of the Works Progress Administration (WPA) during the depression. This survey, consisting of original, unbound inventory sheets, is available through the History and Manuscripts Division of the State Library, Albany, New York.

TABLE OF CONTENTS

Introduction.....i
COUNTY OF SCHENECTADY
Board of Elections.....1
Board of Representatives.....2
Commissioner of Jurors.....4
Commissioners of Elections.....5
Cooperative Extension.....6
County Auditor.....7
County Clerk.....8
County Judge.....11
County Manager.....12
County Medical Examiner.....13
District Attorney.....14
Engineering and Public Works Department.....15
Family Court.....16
Finance Department.....17
Glendale Home.....19
Human Rights Commission.....20
J. E. Egan Supreme Court Law Library.....21
Mental Health Board.....22
Planning Department.....23
Probation Department.....25
Purchasing Department.....26
Real Property Tax Service Agency.....27
Schenectady County Public Library-Main Branch.....28
Schenectady Employment and Training Administration-
Training and Public Service Employment.....30
Sheriff's Office.....31
Social Services.....32
Social Services-Welfare Unit.....34
Surrogate Court.....35
CITY OF SCHENECTADY
Board of Assessment Review.....36
Building Inspector.....37
City Assessor.....38
City Clerk.....39
City Court.....40
City Hall History Library.....41
City Manager.....43
City Planning Commission-Board of Appeals.....44
City Purchasing Department.....45
Consumer Protection/ Weights and Measures/ Licenses
and Permits.....46
Engineering and Public Works Department.....47

CONTENTS

Environmental Health Bureau....48
Finance Department....49
Law Department....50
Marshal's Office....51
Mayor's Office....52
Municipal Housing Authority....53
Parks and Recreation Department....54
Plumbing Inspector....55
Police Court....56
Police Department....57
Schenectady Fire Department....59
Service Bureau....60
Sewage Treatment Plant....61
Signal Control Department....62
Taxes and Collections....63
Urban Renewal Agency....64
Vital Statistics....65
Waste Collection Bureau....66
Water Department....67

TOWN AND VILLAGES

Village of Delanson
Assessor....68
Building Inspector....68
Election....68
Planning Board....69
Street Commissioner....69
Treasurer....69
Village Clerk....70

Town of Duanesburg
Assessor....71
Highway Department....71
Supervisor....71
Town Clerk....72

Town of Glenville
Assessor....73
Building Inspector/ Registrar of Vital Statistics....73
Environmental Health Office....74
Receiver of Taxes....75
Town Clerk....75
Water Department....78

Town of Niskayuna
Assessor....81
Planning and Zoning....81
Public Works Department....82
Town Clerk....82

CONTENTS

Town of Princetown
Assessor....84
Building and Sanitation Inspector....84
Dog Warden and Dog Enumerator....84
Highway Department....85
Supervisor....85
Town Clerk....86
Town of Rotterdam
Assessor....87
Comptroller and Budget Director....87
Highway Superintendent....88
Parks Department....88
Planning Commission....88
Public Works Commissioner....89
Receiver of Taxes....90
Town Clerk....90
Village of Scotia
Building Inspector/ Engineer/ Supervisor of Public Works....93
Village Clerk/ Treasurer....93
SCHOOL DISTRICTS
General Listing-School District Records....96
Duanesburg Central Schools....101
Mohonasen Central School District....101
Niskayuna Public Schools....101
Rotterdam-Draper Union Free School District....102
Schalmont Central Schools....102
Schenectady School District....102
Scotia-Glenville Central Schools....103
CHURCHES
Duanesburg Christ Episcopal Church....104
First Reformed Church....105
First United Methodist Church....106
Niskayuna Reformed Church....107
Princetown Reformed Church....108
St. George's Church....109
Scotia First Reformed Church....110
Second Reformed Church....111
State Street Presbyterian Church....112
OTHER NON-MUNICIPAL ORGANIZATIONS
Schenectady Bureau of Municipal Research....113
Schenectady County Bar Association....114
Schenectady County Historical Society....115
Union College Library....118
Glossary....120
Appendix....125
Index....130

BOARD OF ELECTIONS
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3235
Mr. Daniel Reynolds, Supervisor
9:00-5:00 Monday-Friday

This collection is open to the public and duplicating facilities are available. Included in the collection are city and county records.

Holdings:

- Official Canvass Books 1939-
- Official Registry
- Polling Locations (Retrospective and Current)
- Street Lists (Schenectady County)
- Tabulated Enrollment of the Several Political Parties of the County of Schenectady
- Voting Records of Citizens

BOARD OF REPRESENTATIVES
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3280
Mr. Eugene J. Blesser, Clerk to the Board of Representatives
9:00-5:00 Monday-Friday

Some material may be obtained through the mail, depending upon cost. Duplication of material may be accomplished at a cost of $.10 to $.25 per page, depending upon the availability of the material.

Holdings:

Charter of the County of Schenectady, adopted 1965
Officials You Should Know: A Selective Directory, March, 1975
Schenectady County Board of Representatives Proceedings 1860-
Annual Reports:
- Assigned Counsel Plan - Administrator
- Board of Elections
- Calendar Clerk
- Civil Service Commission
- Commissioner of Engineering and Public Works
- Commissioner of Finance
- Commissioner of Social Services
- County Auditor
- County Clerk
- County Historian
- County Judge
- County Manager
- Department of Probation
- District Attorney
- Environmental Advisory Council
- Family Court
- Fox Trapper
- Glenridge Hospital
- Library
- Medical Examiner
- Mental Health Board
- Natural Disaster and Civil Defense
- Planning Department
- Purchasing Department
- Real Property Tax Service Agency
- Safety Board
- Schedule of Real Property Taxes

BOARD OF REPRESENTATIVES (CON'T)

Sheriff
Soil and Water Conservation
Soldier Assistance
Statement to Comptroller of the State of New York
Traffic Safety Board
Veterans' Grave Registrar
Veterans' Service Agency
Youth Bureau

COMMISSIONER OF JURORS
Room 203, County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3361
Ms. Doris Nicoll, Commissioner
9:00-5:00 Monday-Friday

This collection is partially open to the public. All personal information about jurors remains private. Duplicating facilities are available.

Holdings:

Active and Inactive Juror Files
City and Town Listings for Jurors
Deceased Jurors
Jury Lists 1952-
Qualifications To Serve As Juror (Confidential)

COMMISSIONERS OF ELECTIONS
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3235
Mr. Edward Rossi, Commissioner
9:00-5:00 Monday-Friday

This collection is open to the public and duplicating facilities are available. The records are arranged chronologically.

Holdings:

Register of Voters 1910-
Tabulated Enrollment of Several Political Parties of the County of Schenectady 1946-

COOPERATIVE EXTENSION
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3374
Mr. Walter Durniak, Cooperative Agent/Administrator
9:00-5:00 Monday-Friday

This agency has several publications which may be obtained through the mail free of charge. Duplication is available at a cost of $.10 per page.

Holdings:

Bulletins, circulars, newsletters (subjects of interest include agriculture, homeowner information, conservation, community development, home economics, youth development)
Cooperative Extension Annual Report
Monthly Bulletin-Schenectady County Cooperative Extension News
Monthly Calendar (4-H Activities)
Schenectady County Cooperative Extension: 50 Years of Progress... 1918-1967 (booklet)

COUNTY AUDITOR
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3358
Mr. Edward Nisiobincki, County Auditor
9:00-5:00 Monday-Friday

Material may be copied at the cost of $.10 per page.

Holdings:
County Budget 1951-
County Departmental Reports (financial transactions, audits, etc.)
1961-1968

COUNTY CLERK
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3220
Mrs. Dorothy Blauel, Deputy County Clerk
9:00-5:00 Monday-Friday

The County Clerk's office has a partial list of its holdings, which are chronologically arranged. Unless otherwise indicated, all the material is open to the public. Some documents are on microfilm. Prints from microfilm are $1.00, certified. Other material may be duplicated.

Holdings (Third Floor):

Assumed Names	
Atlas of Schenectady County	1866, 1905
Bail Bond Lien	
Bonds of Undertakings	
Building - Loan	
Census	1835-1925
City Atlas (Schenectady)	
Corporate Filings and Recordings	
Deeds	1809-
Discharges	
Dissolution of Marriage (confidential)	
Estate Tax Release	
Executions (income)	
Farm Name	
Federal Tax Lien	
Filing (for court cases)	
Highway Maps of County	
Hospital Liens	
Index to Criminal Convictions	1820-
Individual Surety Bond Lien	
Judgments	
Lis pendens	
Maps of Schenectady County	1820-
Marriage Records	
Mortgages	
Naturalization (confidential)	
Notaries	
Oaths of Office	
Orders and Decrees	1847-
Passports (confidential)	
Quit Rent Leases - Town of Glenville	1821-1830

COUNTY CLERK (CON'T)

Schenectady Sewers 1880
Searches
Soldiers-Sailors Discharges and Firemen's Exemptions 1914-
Subpoena Ducestecum
Supreme Court Minutes 1860
Supreme Court Rule Books 1859- (incomplete holdings)
Uniform Commercial Code
Warrant of Attachment

Holdings (Basement):
Affidavits 1946-
Appeals 1899-1947
Assumed Name Certificates
Bail Bonds 1808-1970
Bank Statements 1961-1968
Building and Loans 1953, 1956
Cash Register Tapes 1967-1971
Chattel Mortgages 1849-1940's
Civil Actions 1911-
Committments 1840
Common Pleas - Minutes 1809-1849
Condemnations 1957
Conditional Sales of Goods and Chattels 1922
Conservation Reports 1951-1970
Copy of Searches
Coroner's Report 1860-
County and Town Bonds 1942-1959
County Rule Book 1847-1849
Court Minutes 1844
Criminal Convictions (County - Supreme Court)
Deed Receiving Book 1936
Districts of Schenectady or Wards - Deeds to Land
Executions (income) 1920-
Federal Liens 1949-1953
General Assignments, Debtors and Creditors 1897-1932
Hospital Liens 1936-1972
Index of the Public Record of the County of Albany 1630-1894
Inquests 1827-
Judgment Docket 1833-1937
Ledger - U.S. Deposit Fund 1837-1873
Marriage Records 1911
Mechanic Liens 1953, 1956
Military Exemptions 1917
Miscellaneous Bonds 1948-1955
Money Judgments 1888-1911
Mortgage Assignments Receiving and Filing Book 1919-1958
Mortgage Recording Tax Record 1906-1936
Mortgagor to Mortgagee 1854-1918

COUNTY CLERK (CON'T)

Naturalization Papers 1810-
New York State Census 1845-
Notes of Issue 1934-1956
Oaths of Appointed Officers 1833-
Old Maps (Schenectady County)
Orders of Adoption (8 vols.)
Partnership Agreements 1893-
Passports 1963
Personnel Sheets 1966-
Petty Cash Account Book 1836-1873
Pistol Permit 1926
Police Convictions 1900-
Return on Appeal 1875-
Rotterdam Ledger 1889-1899
State Tax Warrants 1951-1971
Stipulation of Discontinuance 1930-
Supreme Court Cases on Appeals
Transcripts of Judgments 1928-1970
Wage Assignments 1941-1972

COUNTY JUDGE
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3215
Ms. Edna McKay, Supervisor
9:00-5:00 Monday-Friday

This collection is partially open to the public. Information regarding youthful offenders, closed cases and mental reports cannot be reviewed. Duplication is not permitted. Material such as indictments and closed cases are arranged chronologically.

Holdings:

- Closed Cases
- Current Criminal Cases
- Indictments
- Notices of Appeal
- Pending Appeals

COUNTY MANAGER
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3355
Ms. Cynthia Mahoney, Assistant County Manager
9:00-5:00 Monday-Friday

The collection is open to the public and duplicating facilities are available. If a person needs help in finding information, they will aid in contacting the correct agency.

Holdings:

- Annual Reports 1966-
- Board of Representatives Resolutions (monthly) 1966-
- Charter of Schenectady
- Contracts
  - Agreement between the County of Schenectady and Local 200 Service Employees International Union, A.F.L.C.I.O. 1/1/75-12/31/77
  - Agreement between the County of Schenectady and the Licensed Practical Nurses of New York 1975-1976
  - CSEA 1976
- Correspondence of County Manager 1966
- County Budget 1966-
- Listing of Board of Representatives (current)
- Minutes-Proceedings of the Board 1824-
- Monthly Reports 1968-
  - County Clerk
  - Sheriff
  - Social Security
  - Veterans
- Negotiations File 1971-
- Original Memos to the Board (monthly) 1966
- Rules of Order
- Schenectady Board of Supervisors 1950-
- Schenectady City Directories 1957-1962
- Sealer of Weights and Measures Weekly Report 1976-

COUNTY MEDICAL EXAMINER
1364 Union Street
Schenectady, NY 12308
(518) 374-8664
Dr. Robert L. Sullivan, Medical Examiner
1:30-4:00 Monday-Friday

The records in the physician's office are principally reports of investigations of deaths (1968 to the present). These are confidential. Death certificates are on file, 1960 to the present.

DISTRICT ATTORNEY
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3364
Ms. Janice Connelly, Secretary
9:00-5:00 Monday-Friday

All records except indictments are conficential. Duplication is not available. The records are dated from 1930 to the present.

Holdings:

- Appellate Briefs
- Arrest Information
- Bill of Particulars
- County Clerk Calendar
- County Court Transcripts
- Fatal Files
- Grand Jury Orders
- Grand Jury Reports
- Grand Jury Transcripts
- Indictments (Public)
- Notices of Appeal
- NYSIIS Reports (NYS Identification and Intelligence System)
- Police Court Calendar
- Police Reports
- Records of Conviction
- Trial Transcripts

ENGINEERING AND PUBLIC WORKS DEPARTMENT
80 Keller Avenue
Schenectady, NY 12303
(518) 382-3370
Mrs. Eleanor Moratta, Secretary
9:00-5:00 Monday-Friday

Duplicating facilities are available.

Holdings:

- County Building Plans 1903-
- County Right-of-Way Land Parcels
- County Maps 1955-
- Daily Work Sheets 1950-
- Files on Current Activities, Projects
- Highway Lighting Records
- Maintenance Agreements
- Official Record of County Road System
- Road Closures
- Permits (work done on or for county roads)
- Plans for Proposed County Park
- Plans of Schenectady County Airport
- Plans of Soil Conservation Districts
- Plans of Town and Village Roads 1920's-
- Sets of Standards for Construction of Highways
- State Highways Plans Within County (classified by towns) 1920's-
- Statements of Construction Funds
- Structures in County Road System (e.g., bridges)
- Utility Permits for Roads
- Water and Sewer Records (all towns)

FAMILY COURT
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3307
Mr. Armour, Family Court Clerk
9:00-5:00 Monday-Friday

This agency deals with domestic and juvenile cases. The records are closed to the public except for lawyers or social workers involved with a case. The best time to contact the office is between 1:30 and 5:00.

Holdings:

Annual Report of Budget	1962-
Cases	1962-
Inventory of cases, disposal	August 1975-
Petitions	1962-
Probation Reports	1962-
Record of Proceedings of Court	1962-
Weekly Report about Judges	August 1975-

FINANCE DEPARTMENT
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3260
Ms. Lorraine Drumm, Receptionist
9:00-5:00 Monday-Friday

Information is available to the public but permission must be obtained to make copies.

Holdings:

- Aging Claims
- Appropriations Ledger
- Assessment Books early 1800's
- Bank Deposit Records
- Bank Statements
- Bills
  - Medicaid
  - Nursing Home
  - Welfare
- Budget Amendments
- Cancelled Checks
- Card Record of all Taxes
- Cash Bail
- Cash Fines
- Cash Receipts (monthly report)
- Cash Report (daily)
- Certiorari Action (City of Schenectady)
- CETA-Manpower Claim
- Check for Jury List
- City Planning Claims
- Civil Defense Claims
- Collectors Receipt
- Coroner Deposit
- County Clerk Reports
- County Tax Deeds and Actions
- Court and Trust Actions
- Court and Trust Ledger
- CSEA Enrollment Cards for Membership and Insurance
- D.A. Claims
- Division for Youth Claims
- Dog Claims and Reports
- Drug Abuse Claims
- Evnironmental Claim (quarterly)
- Estate Taxes
- Family Court Claims

FINANCE DEPARTMENT (CON'T)

Federal Credit Union Reports
Federal and State Withholding Taxes
Federal Revenue Sharing (annual)
    Actual Use Reports
    Plan Use Reports
Garnishes
General Ledger
Holding Tax Records
Invoices (paid)
Judicial Salary Claims
Levies from Internal Revenue
Mental Health Report
Mosquito Claim
Mortgage Tax
Mortgage Tax Reports
Narcotic Claims (annual)
Paid Claims
Payroll Checks
Payroll Registers
Physically Handicapped Claims
Probation Claims
Purchase Offers
Quit Claim Deeds
Railroad Tax Loss Claims
Receipt of Taxes
Receipt Books
Record of Permanent Employees
Rental (Land or Property)
Report to the State of New York (annual)
Retirement Applications
Revenue Ledger
Schenectady Budget Report
Social Security Reports
Social Services Claim
Surrogate Receipt
Tax Certificates
Transfer Tax Proceedings 1912-
Warrant Register

GLENDALE HOME
Hetcheltown Road
Schenectady, NY 12302
(518) 382-3611
Mr. John T. McGrath, Administrative Assistant
9:00-5:00 Monday-Friday

Glendale Home is under the auspices of the Department of Social Services, Schenectady County.

Holdings:

Description of Current Services and Number of Patients
Patient Records Books (confidential) 1922-

HUMAN RIGHTS COMMISSION
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3290
Ms. Anne Donnelly, Assistant Director
9:00-5:00 Monday-Friday

The entire collection, except for the case files, is open to the public. Duplicating facilities are available. This agency serves both the County and City of Schenectady and acts as a referral agency if it cannot be of assistance in any particular problem.

Holdings:

Annual Reports 1966-
Credit Availability to Women in Schenectady Area March, April, May 1976 (Pamphlet)
Observations by Human Rights Commission Council of Churches on Functioning of Law, Order and Justice in Schenectady County June 1970, 1971, 1972, 1973
Report of Special Commission of Schenectady County Human Rights Commission (Concerning Racial Tension at Mt. Pleasant H.S.) 2/9/72
Report on Schenectady Jail by Special Committee of Schenectady County Commission on Human Rights 1971
Report to Schenectady County Human Rights Commission on Survey of Equal Opportunity for Employment in Schenectady County 5/15/71
Statement on Housing 1/10/74
Straight Talk on Women's Rights (Pamphlet)

J. E. EGAN SUPREME COURT LAW LIBRARY
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3310
Ms. Eleanor Smith, Librarian
9:00-5:00 Monday-Friday

This collection is open to the public and duplicating facilities are available. Telephone inquiries regarding legal questions are not answered; instead the caller is referred to a lawyer. Cassette tapes, which contain pertinent legal questions and answers, are available for use.

Holdings:

Code of Ordinances (City of Schenectady)	1970
County Charter	
Accepted Charter	11/2/65
Proposed Charter	7/1/65

MENTAL HEALTH BOARD
821 Union Street
Schenectady, NY 12308
(518) 382-3382
Dr. Elliott H. Sweetser, Director
9:00-5:00 Monday-Friday

Information is open to the public.

Holdings:
Annual Report to Board of Representatives
Drug Program for the County (about three times per year) 1970-
Guide to Mental Health Services
Minutes of Monthly Meetings (on file at County Manager's Office)

PLANNING DEPARTMENT
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3286
Mrs. Barbara Conwall, Planning Technician
9:00-5:00 Monday-Friday

This collection is open to the public and copies can be made for ten cents. The material is arranged by broad subject areas. U.S. Census Bureau records and slide shows on Bike and Hike, Land Use, Transportation Problems, or Zoning are available.

Holdings:

- Maps
  - Aerial Routes 1968
  - Airport 1957, 1975
  - CD Application, City of Schenectady 1976
  - City of Schenectady 1968
  - Community Development 1975
  - County 1975, 1966
    - Bike and Hike 1972, 1973
    - Property, Farm, Contour 1974
    - Government Organization Chart, City of Schenectady 1973
    - Housing, City of Schenectady
    - Land Use 1968
      - Base, Bedrock Contour, Hydrologies and Superficial Geology 1975
      - Rotterdam, Niskayuna, Glenville 1968
      - Library Services 1966
    - Recreation
      - City of Schenectady 1970, 1971, 1973
      - County of Schenectady 1966
      - Niskayuna 1971
    - Schenectady City 1975
    - Schools 1964, 1968, 1966
    - Water and Sewer Districts 1966
    - Zoning
      - City of Schenectady 1971
      - County of Schenectady 1974
      - Glenville, Niskayuna 1967
- Planning Reports
  - Budget-Taxes
  - Commercial, City of Schenectady
  - County Library
  - Education

PLANNING DEPARTMENT (CON'T)

Geology
- County Buildable Land 1968
- Mohawk River Frontage 5/21/74
- Natural and Physical Features July 1968
- Soils 1968
- Topography 1968
- Water Resources 1967, 1969

Health Care
Housing
Human Rights
Improvement (City or Towns)
Land Use
Planning and Design (City, School Districts)
Pollution
Population
Recreation
Traffic
Urban Renewal
Utilities
Zoning

PROBATION DEPARTMENT
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3330
Mr. Bill Pausley, Director
9:00-5:00 Monday-Friday

All of the documents below are confidential, and not open to the public.

Holdings:

- Cash Book of Receipts, Disbursements of Support and Restitution Funds
- Change Orders
- Index to Probation Files
- Intake and Diversion Case Files (copy of petition and warrant)
- Ledger Book for Support and Restitution Accounts
- Probation Files
- Record Attempts to Collect Support Payments

PURCHASING DEPARTMENT
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3240
Mr. Theodore R. Picazio, Supervisor
9:00-5:00 Monday-Friday

All material is open to the public though non-residents of the county should obtain permission to use the files.

Holdings:

Annual Report to the County	1970-
Proposal Contracts (yearly)	
Purchasing Orders	1970-

REAL PROPERTY TAX SERVICE AGENCY
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3246
Mr. Jack Burke, Director
9:00-5:00 Monday-Friday

The records of this agency are open to the public, with duplicating facilities available. Copies are $.10 per page, with additional costs for other types of material (e.g., tax maps).

Holdings:

- Annual State Reports (total assessed values) 1972-
- Copies of deeds (microfilm)
- Inventory of Land, with Name of Owner(s), Dimension of Property
- Tax Map
- Sale Prices of Property Sold 1975-

SCHENECTADY COUNTY PUBLIC LIBRARY - MAIN BRANCH
Liberty and Clinton Streets
Schenectady, NY 12305
(518) 382-3511
Reference Desk
9:00-9:00 Daily - closed Saturday

The collection is available to the public, but all Schenectady documents are reference materials and must be obtained at the reference desk. Although material is non-circulating, duplicating facilities are available and duplicate copies of documents are circulated. Branch libraries will have only copies of what the main branch has.

Holdings:

- Annual Report (City) 1937- (lacking 1938)
- Board of Contract and Supply Proceedings 1904-1935
- Board of Education Budget 1938-43, 1946, 1951, 1955-58, 1960-63
- Board of Fire Commissioners Annual Report 10/1/1900-1/1/1902
- Board of Health
  - Annual Report of the Health Officer 1898
  - Annual Report of Health and Plumbing Inspector 1907
- Board of Representatives Proceedings almost all 1860-1974
- Board of Trade Annual Report 1913-15, 1919-20
- Budget (City) almost all 1942-1969, 1972-75
- Budget (County) 1942-43, 1945-63, 1968-75
- Charters of the City 1847, 1855, 1869, 1876, 1884, 1915, 1934
- City Manager Proposed Tentative Budget 1966, 1973
- City Planning Commission
  - City of Schenectady Comprehensive Plan 1948, 1970
  - Off-street Parking Plan for the City 1946
  - Preliminary Project Report: Union Project Area 1946
  - Preliminary Report on Land Use & Zoning for the City 1946
  - Preliminary Report on Major Streets, Transit Parks & Playgrounds 1924
  - Preliminary Report on the Background & Character for the City Board with Preliminary Report on the Scope of the City Plan 1946
  - Other Miscellaneous Retrospective Reports
- Common Council Proceedings (V.1 Minutes 1908- V.2 Reports 1948- (earlier published as Common Council Journal April 1955-April 1875, 1876-77, 1885-1907)
- Department of Engineering and Public Works (County)-Annual Report 1975
- Department of Finance-Annual Report 1944-71
- Department of Health-Annual Report 1955-57, 1964
- Department of Public Works-Reports
- Department of Water-Annual Report 1886-1953, 1962-1969

SCHENECTADY COUNTY PUBLIC LIBRARY - MAIN BRANCH (CON'T)

Directories for Schenectady 1841-42, 1857, 1860- (not published for years 1916, 1922, 1932, 1944, 1946, 1948, 1950, 1955)
District Attorney (County)-Annual Report 1958, 1973
Manager (County)-County Proposed Budget 1972, 1973
Municipal Housing Authority-Annual Report 1966-68, 1971-
Ordinances
- Building Code of the City 1941
- Laws and Ordinances of the Common Council passed since 1st June, 1833
- Zoning Ordinances (City) 1929, 1941, 1973

Public Schools
- Annual Report of the Superintendent 1900
- Annual Report 1971-72
- Proposed Budget of the Superintendent 1952-1974
- Proposed School Building Construction Program 1953

SCHENECTADY EMPLOYMENT AND TRAINING ADMINISTRATION-TRAINING AND PUBLIC SERVICE EMPLOYMENT
240 Broadway
Schenectady, NY 12305
(518) 382-3567
Mrs. Arliss Nygard, Assistant Director
9:00-4:30 Monday-Friday

Duplicating facilities are available. The agency receives documents from the N.Y.S. Department of Labor and the State Employment Security Administration.

Holdings:

- Analyses of Labor Market (Title 1 FY - 77 Grant Application)
  - Economic Conditions and Trends
  - Manpower Statistical Data
  - Percentage Change in Numbers of Employed (by industry)
- Files on Participant Characteristics (e.g., education)

SHERIFF'S OFFICE
320 Veeder Avenue
Schenectady, NY 12307
(518) 382-3300
Mrs. Yvonne Wagner, Secretary
9:00-5:00 Monday-Friday

The civil and criminal files are confidential. Accident reports are available to the people involved. Queries regarding information contained in the office will be considered.

Holdings:

- Accident Reports
- Desk Record Book
- Complaint Sheets
- Criminal Reports
- Explosive Licenses
- Fingerprints and Photos of each Inmate
- Garnishes of Wages
- Names of Persons Seeking Fingerprinting for other than Pistol Licenses
- Pistol Permits
- Property Executions (for sale at auction)
- Property Records
- Teletype Records

SOCIAL SERVICES
487 Nott Street
Schenectady, NY 12308
(518) 382-3470
Mr. Solon Duff, Commissioner
9:00-5:00 Monday-Friday

This agency has a number of divisions, each performing a specific function in the Social Service Department. The records of these divisions are primarily case records and are closed to public observation. Most of the material dates back ten years.

Holdings:

- Accounting Division
  - Debit Memorandum
  - Memorandum of Public Assistance Claim Adjustment
  - Notice of Advances for Assistance Payments
  - Quarterly Recapitulation of Claims
- Casework Service Team
  - Case Activity Control
  - Case Records
- Child Protective Services
  - Home for Temporary or Special Care
  - Monthly Report of Child Caring Agency or Institution
  - Reauthorization to Institution or Agency for Care of Child
- Child Welfare Services
  - Adoption Services
    - Adoption Records
    - Annual Report of Child Caring Agency or Institution
  - Applicants for Foster Care
    - Notification to Agency of Settlement of Assistance Granted (Aid to Dependent Children)
    - Register of Applications for Aid to Dependent Children
    - Report of Agent for Placing Dependent Children
  - Day Care Services
    - Annual Reports of Day Care Centers
  - Foster Home and Institutional Care
    - Foster Home Records
    - Receipt for Payment Toward Care of Child
    - Report of Changes in Authorization (Aid to Dependent Children)
- Children's Health Assurance Program
  - County Home Infirmary-Annual Report
  - Request and Authorization for Professional Services and Supplies
- Employment Unit
  - Work Record Report
  - Worker's Time Study Report

SOCIAL SERVICES (CON'T)

Fair Hearing Representative
- Allowance Schedules (Food, Clothing, Personal and Household Incidentals)
- Eligibility Face Sheet

Family Court Unit
- Case Histories
- Medical Records

Food Stamps
- Application for Public Assistance
- Eligibility Record

Fraud Unit
- Application for Public Assistance
- Eligibility Record

Income Maintenance
- Budget Record - Individual Allowances
- Budget Record - Preadded Allowances
- Fuel and Utilities Worksheet

Legal Division
- Case Histories
- Social Data and Budget Records

Medicaid
- Case Histories
- Medical Records
- Social Data Records

Physically Handicapped Children's Program
- Application for Assistance to Handicapped
- Case Histories
- Monthly Statistical Report on Assistance to the Handicapped
- Physicians Statement for Determination of Disability

Work Relief Program
- Temporary Emergency Relief Records
- Work Progress Administration Records

SOCIAL SERVICES-WELFARE UNIT
County Office Building
620 State Street
Schenectady, NY 12307
(518) 382-3320
Mr. Bill Stuart, Supervisor
9:00-5:00 Monday-Friday

All records are confidential. The files are moved to the Nott Street location after four years if the file is no longer active. Records are kept for seven years.

Holdings:

- Divorce Decrees 1972-
- Paternity Petitions 1972-
- Reports
  - IV-D Fiscal Forms
  - IV-D Activity Reports (monthly)
  - Report to Commissioner of Social Services
  - 11765 Parent Locater
- Support Petitions 1972-
- Transfers (moves to other states) 1972-
- Violations (of Support) 1972-

SURROGATE COURT
County Courthouse
612 State Street
Schenectady, NY 12307
(518) 382-3293
Mr. Michael Brockbouk, Supervisor
9:00-5:00 Monday-Friday

Duplication is available at $1.00 per page. Wills are classified with a special file number. Adoption records are not accessible; they are private material and sealed by law. The older portion of the collection is in microform.

Holdings:
Adoption Records
Wills 1809-

BOARD OF ASSESSMENT REVIEW
Room 204, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5075
Mr. Rogers, City Assessor
By appointment

The Board of Reviews hears complaints upon the completion of the yearly assessment and determines final assessments. Members work on a part time basis and appointments must be made to review the records which are open to the public. Records are held for eight years.

Holdings:

- Assessment Reviews
  - Complaints
  - Minutes
  - Final Decisions

BUILDING INSPECTOR
Room 1, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5051
Mr. Narsu, Building Inspector
9:00-5:00 Monday-Friday

Most of the collection is open for public inspection. Duplicating facilities are available; the fee is $6.00 per search. All property records are organized by street address.

Holdings:

- Annual Reports
- Building
- Budgets
- Nuisance and Structurally Unsound Buildings 1960's-
- Ordinances
  - Housing
  - Minor
  - Swimming Pool
  - Zoning
- Permits
  - Building
  - Electrical
  - Multiple Residences
- Petitions (not made public until the dispute is)
- Property Files (Building code violations and inspections)
- Signs
- Zoning maps

CITY ASSESSOR
Room 204, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5075
Mr. Rogers, City Assessor
9:00-5:00 Monday-Friday (8:00-4:00 Summer)

All records are open to the public and can be duplicated at the City Clerk's office.

Holdings:

- Assessment Roll (arranged by street and block) 1952-
- Correspondence (from individuals, city, county, state and federal agencies)
- Field Books 1968-
- Improvement Maps
- Ledger of Tax Exempt Properties 1968-
- Property Maps
- Tax Maps (arranged by ward)
- Property Record Cards (arranged by owner and map coordinates) 1935-

CITY CLERK
Room 17, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5035
Ms. Kay Ackerman, City Clerk
9:00-5:00 Monday-Friday

This is an open collection with duplicating available on a very limited basis at $.10 a copy. Copies of marriage certificates are available in person or by mail for $2.00.

Holdings:

- Bid Sheets
- City Contracts
- Labor Contracts
- Licenses
  - Bingo
  - Dog
  - Fishing
  - Hunting
- Marriage Records (not compulsory until 1914) 1880-
- Proceedings of the Council of the City of Schenectady (sold by year for $15) 1885-
- Reports of Committees of Council 1885-
- Zoning Ordinance (original copy-duplicates may be purchased for $2)

CITY COURT
Room 215, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5077
Court Clerk
9:00-5:00 Monday-Friday

City Court docket books are open to the public.

Holdings:
Docket Books (those before the 1940's are in storage, the others are in the office)
Record of Expenditures (monthly)

CITY HALL HISTORY LIBRARY
City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5088
Ms. Rhetus Galloway, Librarian
9:00-5:00 Monday-Friday (8:00-4:00 Summer)

There is limited borrowing of materials, to be determined by the librarian. Duplicating is available through the Office of the City Clerk. but mail requests for copies of documents are limited to regular size documents. The Library houses a collection of tape recordings which is the property of the City Historian. These may not be borrowed, and there is no tape player in the Library. The holdings include an extensive collection of directories of Schenectady and surrounding towns, dating from 1855 to 1967.

Holdings:

- Annual Reports 1906-09, 1912, 1915, 1917, 1919, 1921, 1933-44, 1946-50, 1952, 1956, 1958, 1964
- Board of Contract and Supply-Proceedings 1904-35
- Board of Education-Budgets 1955-58
- Board of Estimates and Apportionment-Proceedings 1918-35
- Board of Supervisors-Proceedings 1890-1964
- Book of Municipal Statistics and Street Directory 1913
- Budgets 1906, 1915-18, 1920, 1922, 1924, 1928-30, 1932-51, 1954-63, 1965-67
- Bureau of Street and Sewers-Report 1904
- Children's Home-22nd Annual Report
- City Archives (miscellaneous materials including a 160-volume photo collection)
- City Charters
- City Council-Manuals (Rules of Order of the Common Council and Municipal Statistics 1905-06, 1908-12, 1914-19, 1922-37, 1939-41, 1944-47, 1951-55
- City Court-Minutes
- City Historian-Correspondence
- City Planning Commission
  - Annual Report 1949
  - Budgets and Projects 1950's
  - Reports 1924-56
- City School District-Annual Directory of Officers and Teachers 1915-57
- Claims and Demands 1905, 1907
- Codes
  - Building Code 1930
  - Housing Code 1928
  - Plumbing Code 1921, 1931, 1940, 1955

CITY HALL HISTORY LIBRARY (CON'T)

Common Council
- Corporation and Common Council Minutes and Proceedings 1828-29, 1881-1968
- Minutes 1798-
- Proceedings/Journal (title varies) 1854-1959

Department of Health-Budget 1963

Department of Water
- Annual Reports 1897-98, 1900-01, 1904-08, 1919-27, 1936-37, 1941-48, 1950, 1952-53
- Miscellaneous Reports
- Rules and Regulations 1914

Exner Collection (miscellaneous documents of the City of Schenectady and surrounding towns)

Historic District Commission
- Annual Reports 1960's
- Minutes and Correspondence 1960's

Joint Legislative Transportation Committee-Proceedings 1948

Maps

Municipal Civil Service Rules

Office of the City Manager
- Organizational and Statistical Manuals 1937-47, 1951-54
- Miscellaneous Reports

Office of the County Clerk-Summons 1800-10

Police Department
- Annual Report
- Promotional Pamphlet 1949

Street Directory and Directory of City Officials 1946-47, 1950-51

Traffic Ordinances 1936

CITY MANAGER
Room 111, City Hall
Jay Street
Schenectady, NY 12308
(518) 382-5000
9:00-5:00 Monday-Friday (8:00-4:00 Summer)

Access to public records is at the discretion of the City Manager and his staff. Duplicating facilities are available at the City Clerk's office.

Holdings:

- Budget Records
  - Annual Appropriation Requests
  - Itemized Annual Budgets
  - Budget Messages
- City Council Minutes
- City Organization Plans
- Correspondence 1974-
- Disciplinary Hearings (Transcripts)
- Intra-City Communications with Mayor and City Council
- List of Commissioners of Deeds
- List of City Commissions
- Ordinances (Schenectady)
- Personnel Records (Appointments and Dismissals)
- Union Negotiation Records 1930's-

CITY PLANNING COMMISSION - BOARD OF APPEALS
Room 6, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5049
Mr. Swol, Executive Secretary
9:00-5:00 Monday-Friday (8:00-4:00 July and August)

This collection is generally not open to the public; however, information on zoning decisions is available. Duplication is at the discretion of the executive secretary. Most records date from 1955 due to a revision of the 1927 ordinance on zoning cases. Before then, record keeping was inconsistent.

Holdings:

Case Records of Applications
Special use
Variances
Zone change
City Comprehensive Plan (free) 1971

CITY PURCHASING DEPARTMENT
Room 17, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5013
Mr. Di Sarro, City Purchasing Agent
9:00-5:00 Monday-Friday

Records maintained by this department are available for public inspection.

Holdings:
Purchase Records 1973-
Record of Expenditures (monthly)

CONSUMER PROTECTION / WEIGHTS & MEASURES / LICENSES & PERMITS
Room 206, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5061
Mr. Massaroni, Sealer of Weights and Measures / Administrative Officer of Consumer Protection
9:00-5:00 Monday-Friday

These records are not open to the public, but requests for information will be answered. Duplicating is available if a need for the copies can be shown.

Holdings:

- Licenses and Permits
  - Advertising License
  - Amusements
    - Amusement Centers
    - Circus, Caravan, Menagerie
    - Theaters
    - Transient Performance
  - Auctioneer's License
  - Charitable Solicitors Permits
  - Junk Dealers
    - Peddlers
    - Wholesalers
  - Pawnbroker
  - Precious Metals
  - Public Auction
  - Public Dance
  - Secondhand Dealer
  - Special Sales
  - Taxicab Certificates
  - Transient Merchants
  - Vendors, Peddlers

ENGINEERING AND PUBLIC WORKS DEPARTMENT
Room 205, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5082
Mr. John Nagle, City Engineer
9:00-5:00 Monday-Friday (8:00-4:00 Summer)

This collection is open for public inspection. Duplicate copies of maps are available for those maps of which there are masters. There is a duplicating fee of $.50 per page, plus an additional $2.00 fee if the copy is to be sent by mail.

Holdings:

- Analysis Studies
- Issuance of Addresses
- Job Specifications and Plans
- Maps
  - Address Maps
  - Property Maps
  - Sewer Maps
  - Tax Maps
  - Ward Maps (election districts)
- Ordinances (pertaining to the Department)
- Permits for Curb and Pavement Cuts

ENVIRONMENTAL HEALTH BUREAU
Room 16, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5046
Mr. Donald Klotz, Director
9:00-5:00 Monday-Friday

Duplicating facilities are not available.

Holdings:

Abandoned Vehicles (Complaints and Dispositions)
Air Pollution Reports
Animal Bites and Dispositions
Boiler Reports
Day Schools and Nurseries Inspection Reports
Garbage Complaints and Dispositions
Incinerator Reports
Motel and Hotel Inspection Reports
Public Pool Water Reports
Public Pool Permits
Radiological Inspection Reports
Restaurant Inspections
Restaurant Licenses and Permits
Rodent Control Reports

FINANCE DEPARTMENT
Room 105, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5010
Mr. Pezzano, Director
9:00-5:00 Monday-Friday

The entire collection is open to public inspection. Duplicating facilities are available, but copies of documents will be sent through the mail only at the discretion of the Director.

Holdings:

- Accounting Records (all city departments)
- Annual and Monthly Financial Reports (all departments)
- Auditing Records
- Banking Records
- Billing and Payments (Voichers and Checks)
- Bonding Records
- Budgets (all departments)
- Cash Records (all departments)
- Constitutional Tax Debts and Margins
- Payroll Records-All City Employees (alphabetically arranged; weekly records are organized by department)
- Tax Rolls

LAW DEPARTMENT
Room 200, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5073
Corporation Counsel and/or Assistant Attorneys
9:00-5:00 Monday-Friday

Records maintained by this department are open to public inspection. Law Department attorneys are responsible for checking out the legality of Planning Department legislation.

Holdings:

- City Leases 1950's-
- Housing Code Violations
- Property Damage Reports
- Property Records (property purchased by the city) 1940's-
- Record of Expenditures (monthly)
- Records of Property Sold or Foreclosed
- Tort Liability Claims (material relating to cases still pending is in the office, that pertaining to settled cases is in storage)
- Workmen's Compensation Cases (actions brought against the city)

MARSHAL'S OFFICE
Room 210, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5080
Mr. Birbidas, Marshal
9:00-5:00 Monday-Friday

The Marshal's Office is the execution end of City Court and as such, many of the records of this office are tied to City Court action. Therefore, when looking for information regarding a particular action, one should also check the appropriate City Court docket book. Creditors are notified when judgments have been satisfied.

Holdings:

Eviction Orders	
Satisfied Execution Receipts (arranged chronologically)	1966-

MAYOR'S OFFICE
City Hall
Jay Street
Schenectady, NY 12305
Mr. Frank Ducci, Mayor
9:00-3:00 Monday-Friday

All records are open to the public and may be copied at the City Clerk's office.

Holdings:

City Council Proceedings 1955-
Current File of City Council Actions (Held for term of office)
Interdepartmental Communications and Memos (Held for term of office)
Marriage Records (Held for term of office).
Miscellaneous Records (City, county, and state. Filed by subject heading. Held for term of office)
Patroon Certificates 1954-
Proclamations and Citations 1960-
Records of Mayor's Meetings (Held for term of office)

MUNICIPAL HOUSING AUTHORITY
375 Broadway
Schenectady, NY 12305
(518) 372-3346
Mr. Alfred J. Pyzanowski, Director
9:00-5:00 Monday-Friday

The Municipal Housing Authority, established in 1934, retains day-to-day maintenance records and tenant files for low-income housing units of the city of Schenectady in accordance with state law. Requests for viewing files must be submitted in writing and must specify the particular items to be examined. Certain tenant files are considered confidential. Duplication facilities are available. Most recent information is located in the director's office.

Holdings:

- Annual Reports 1947, 1962-
- Budgets
- Fire Reports
- Fiscal and Audit Reports
- Insurance Records
- Inventory
- Litigation
- Minutes
- Office Procedures
- Operational Records
- Personnel Records (confidential)
- Rental and Occupancy Records (confidential)
  - Initial and Continued Occupancy
  - Occupancy Reports
  - Rents and Collections
  - Statements of Tenant's Arrears
  - Tenant Selection
  - Termination of Tenancy

PARKS AND RECREATION DEPARTMENT
City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5152
Mr. Frederick, Superintendent
9:00-5:00 Monday-Friday

Records maintained by the Parks and Recreation Department are available for public inspection. Duplicating facilities are available. Those actually wishing to look at the department records will have to go to the Central Park office.

Holdings:

- Annual Reports
- Gardening and Forestry
  - Individuals who get plants from the city (arranged alphabetically and by year) 1971-
  - Tree Cutting and Trimming Records (trees located between the sidewalk and street are city property)
- Golf Course
  - Attendance Figures
  - Revenues Generated
- Maintenance Records (daily)
- Park Attendance Figures (by park)
- Record of Expenditures (monthly)
- Vehicular Repair Records (daily)

PLUMBING INSPECTOR
Room 22, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5091
Mr. Simms, Plumbing Inspector
8:00-4:00 Monday-Friday

Any area that uses Schenectady city water falls under the jurisdiction of the Plumbing Inspector. Therefore, records for the towns of Niskayuna and Rotterdam are also found here. The collection is open to public inspection. Duplicating facilities are available. The records date back to the 1950's.

Holdings:

- Inspection and Alteration Records
- Financial Records
- Permits (filed by street and contractor)
- Receipts and Records for Plumbing Work Done
- Records of Houses Being Built or Renovated

POLICE COURT
Police Department Building
Liberty and Lafayette Streets
Schenectady, NY 12305
(518) 374-8812
Judge Griset, Police Court Justice
9:00-4:00 Monday-Friday

The collection is open for inspection, but duplicating facilities are not available.

Holdings:

Justice's Criminal Docket Book (name, address, charges, traffic and criminal dispositions) 1958-

POLICE DEPARTMENT
Liberty and Lafayette Streets
Schenectady, NY 12305
(518) 393-3244
Lt. DeLuca, Administrative Lieutenant
8:00-4:00 Monday-Friday

Most of the records are confidential. Those open to public inspection include the Blotter Book, the Summons records, and the department's financial records. Requests for information about confidential records will be considered. There is a $5.00 charge for a copy of an accident report.

Holdings:

- Annual Reports
- Blotter Book 1960's
  - Arrest Sheets
  - Daily Records of Calls
  - Duty Roster
  - Radio Message Reports
  - Sergeant's Daily Report
- Budgets
  - Appropriation Requests 1960's-
  - Monthly Financial Statements 1973-
- Correspondence
- Fee Books 1960's-
- Identification Files
- Investigation Files
- Jail Records
  - Overnight Detention 1971-
  - Property Records 1970-
- Ordinance and Code Book (updated annually)
- Patrol Car Records
  - Individual Patrol Car Log
  - Vehicle Mileage Reports
- Pistol Permits
- Police Officer's Daily Notebook
- Property Tags
  - Claimed Property 1971-
  - Unclaimed Property 1975-
- Radio Message and Transmission Log (kept in paper until microfilm is received)
- Recordings of Radio Transmissions and Emergency Calls (kept 30 days on magnetic tape)
- School Guard Record Book 1971-
- Stolen, Lost, and Recovered Bicycles

POLICE DEPARTMENT (CON'T)

Traffic Division Records
- Accident Reports (kept 10 years after litigation)
- Final Disposition of Tickets 1971-
- Parking Meter Records 1975-
- Records of Books of Summonses Issued to Police Officers
- Snowmobile Accident Reports
- Statement of Refusal to Submit to Intoxication Test
- Summonses
- Traffic Violations
  - Non-moving 1971-
  - Moving (kept 6 years after litigation)

SCHENECTADY FIRE DEPARTMENT
155 Erie Blvd.
Schenectady, NY 12305
(518) 382-5141
Assistant-Chief Marshall
9:00-5:00 Monday-Friday

These records are open to the public, but copies are available to insurance companies only.

Holdings:

- Alarm Box Locations (arranged by a number which indicates location)
- Circular Card File of Fire Department Members (address, rank, station, etc.)
- Daily Report from each of 7 stations 1905-
- Fire Company Training Report
- Fire Log Record (arranged by date and cross-referenced by owner of property)
- Inspection Reports for Buildings, Elevators, etc. 1960-
- Maintenance Log Book (information on repair of vehicles; arranged chronologically)
- Notices and Directives of the Fire Chief 1970-
- Record of Fuel Use (arranged by station)
- Report of School Fire Drills
- Running Schedule for Telephone Alarms (indicates which engine to send out by street location of fire)
- Violation Notification Records

SERVICE BUREAU
1731 Foster Avenue
Schenectady, NY 12308
(518) 382-5123
Mr. Consaldo, Supervisor of Public Works
9:00-5:00 Monday-Friday

Records are open to the public with the permission of the City Engineer and the City Manager. There are no duplication services on the premise. All records have been kept since the 1940's.

Holdings:

- Correspondence (filed by subject)
- Daily Work Sheets (Street, Mechanical and Sewer Divisions)
- Financial Records
  - Annual Budget Reports
  - Monthly Balance Statements
- Maintenance Records
  - Building Maintenance
  - Equipment Repairs
  - Gasoline Bought and Dispersed
  - Snow and Ice Control
- Petty Cash Records
- Purchase Records (Invoices and Requisitions)
- Repair Records (filed by street name)
- Street Cards (street and sewer complaints)
- Watchman's Records (emergency phone calls)
- Water and Sewer Emergency Records

SEWAGE TREATMENT PLANT
Anthony Street
Schenectady, NY 12308
(518) 382-5021
Mr. Jack Foley, Superintendent
9:00-5:00 Monday-Friday

No reference assistance will be provided, and mail requests for information will not be considered. However, phone inquiries may be made. Duplicating facilities are not available.

Holdings:

Annual Reports	1956-1968
Budget Balance Statements	
Budgets	
Correspondence	1910-
Maintenance Records	
Operational Records	1940's-
Purchase Orders	
Raw Laboratory Data	1940's-
Temperature Charts	1956-
Weather Statistics and Charts	1915-

SIGNAL CONTROL DEPARTMENT
City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5065
Mr. James Smith, Director
9:00-5:00 Monday-Friday

Inspection of records will be at the discretion of the Director. Duplicating facilities are available.

Holdings:

- Annual Reports (discontinued)
- Budgets
- Fire Alarm Records
  - Box Number
  - Circuit Number
  - Location
  - Manufacturer
  - Type
- Maps
  - Aerial Circuits
  - Underground Areas
- Payroll Records
- Purchasing Records
- Records of Tests and Alarms
- Traffic Flow Charts
- Traffic Trouble Log

TAXES AND COLLECTIONS
Room 100, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5016
Mr. Bartz, Superintendent
9:00-5:00 Monday-Friday

Records in the Taxes and Collections section of the Finance Department are open to the public. It is advisable to make an appointment before going there.

Holdings:

Parking Tickets (filing arrangement is numerical, by ticket number with those before 1970 in storage and those after 1970 in the office)
Record of Expenditures (monthly)

Records of Paid and Unpaid Taxes (property and school taxes)
Tax and Tax-Related Data on each piece of property in the City (arrangement is by ward and then by street)

URBAN RENEWAL AGENCY
Room 8, City Hall
Jay Street
Schenectady, NY 12305
Mr. Kenneth George, City Development Director
9:00-5:00 Monday-Friday (8:00-4:00 Summer)

Public access to records is determined on a case by case basis. There are master lists for each record group. The records date from 1971.

Holdings:

- Acquisition Files (Property)
- Appraisals of Repair Costs and Home Values
- Case Files
- Correspondence
- Disposition Files (Property)
- Help for Your Home: Help for Your Neighborhood (Pamphlet; Italian, Polish, English) 1975
- Rehabilitation Files (Property)
- Relocation Files

VITAL STATISTICS
Room 14, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5043
Ms. Margaret Leason, Deputy Registrar
9:00-5:00 Monday-Friday

Birth and death records are not open to inspection unless one has a need to know. Thus relatives, undertakers, banks, and insurance companies may make a written request for a typed copy of a certificate at a fee of $2.00. Information of a general nature, such as yearly statistics, can be given to the public. The birth and death records for the City of Schenectady begin in 1882, but it was not compulsory to file a certificate until 1914. Certificates come mainly from hospitals and undertakers, and the originals are sent to the State Health Department in Albany. Vital Statistics has copies of these certificates.

Holdings:
Birth and Death Records for the City of Schenectady 1882-

WASTE COLLECTION BUREAU
City Hall
Jay Street
Schenectady, NY 12305
Mr. Myers, Superintendent
8:00-4:00 Monday-Friday

Records maintained by the Bureau of Waste Collection are open to the public. Individuals wishing to actually look at the records will have to go to the Waste Collection Office at 1814 Maxon Road, Schenectady, NY.

Holdings:

- City Truck Landfill Usage Records
- Incinerator Use Records 1939-1967
- Landfill Records (monthly compilation)
- Landfill Use Permits
  - City Residents (daily)
  - Commercial Garbage Trucks
- Record of Expenditures (monthly)

WATER DEPARTMENT
Room 102, City Hall
Jay Street
Schenectady, NY 12305
(518) 382-5023
Mr. Lilley, Director
9:00-5:00 Monday-Friday

Access to the records is at the discretion of the Director. Duplicating facilities are available through the Office of the City Clerk. The Department has not produced an annual report since 1969, but a 1970-77 compilation is being planned.

Holdings:

Annual Reports 1930's-1969
Miscellaneous Studies and Reports
Ordinances (pertaining to the Department)
Water Meter-Reading Records

ASSESSOR
RD #2
Delanson, NY 12053
Mr. R.G. Quimby, Assessor Town of Duanesburg
(518) 895-8278

Holdings:
Assessment Roll

BUILDING INSPECTOR
RD #2
Delanson, NY 12053
Mr. Harry LeRoy
(518) 895-8278

Holdings:
Building Permits
Ordinances

ELECTION BOARD
RD #2
Delanson, NY 12053
(518) 895-8278

Holdings:
Election Records

PLANNING BOARD
RD #2
Delanson, NY 12053
Mr. Harry LeRoy, Chairman
(518) 895-8278

Holdings:
Planning Reports

STREET COMMISSIONER
RD #2
Delanson, NY 12053
Mr. Wayne Richards
(518) 895-8278

TREASURER
RD #2
Delanson, NY 12053
Mr. Edward Strella
(518) 895-8278

Holdings:

- Account Books
- Bank Records
- Bond Records
- Claims for Payment
- Payroll Records
- Personnel Records
- Property Insurance Records
- Property Tax Receipt Records
- Purchase Records
- Water Bill Records

VILLAGE CLERK
RD #2
Delanson, NY 12053
Mrs. Jessie Coats, Village Clerk
(518) 895-8278 (home)

To locate village documents, the Village Clerk should be contacted. She will assist you in locating documents which may be kept by other officials. The Village Board meets the second Monday of each month at 7:30 P.M. in the Village Hall, Main Street, Delanson.

VILLAGE CLERK (CON'T)

Holdings:

Birth and Death Records (the Village Clerk will assist in locating these)
Fishing Licenses
Historical Records (these are kept in the vault in the firehouse)
Minutes, Village Board

ASSESSOR
Town Hall
Route 20
Duanesburg, NY 12056
(518) 895-8920
Mr. R.G. Quinby

Holdings:
Assessment Rolls 1928-

HIGHWAY DEPARTMENT
Town Hall
Route 20
Duanesburg, NY 12056
(518) 895-8920
Mr. Howard Meyers

Holdings:
Reports of the Superintendent of Highways

SUPERVISOR
Town Hall
Route 20
Duanesburg, NY 12056
(518) 895-8920
Mr. Robert G. Dunlop

Holdings:
Fiscal Records (account books)
Payroll Records
Personnel Records

TOWN CLERK
Town Hall
Route 20
Duanesburg, NY 12056
(518) 895-8920
Mrs. Ester Vincent, Town Clerk
9:00-12:00 and 1:00-4:00 Monday-Friday

The Town Clerk's office will answer telephone inquiries and will assist in locating desired documents. Duplicating facilities are available.

Holdings:

- Birth and Death Registers 1884-
- Budget Materials (included in Town Board Minutes)
- Building Permits
- Dog License Records
- Election Results (statement of canvas for each election district)
- Licenses (Hunting, Fishing, and Trapping)
- Marriage Records
- Town Board Minutes
- Register of Short Term Notes or Certificates of Indebtedness

ASSESSOR
Town Hall
127 Mohawk Avenue
Scotia, NY 12302
(518) 372-4791
Mr. Brian Welch

The records located in the assessor's office date back to about 1960. Older records are stored in the town vault.

Holdings:

- Field Books-Property Record Cards
- LA-23 (County Transfer Forms)
- Tax Exemptions
- Tax Maps

BUILDING INSPECTOR/REGISTRAR OF VITAL STATISTICS
Town Hall
127 Mohawk Avenue
Scotia, NY 12302
(518) 372-4791
Mr. Albert Polsinelle

The building inspector's records cover the period from approximately 1960 to the present. Older records are stored in the town vault.

Holdings:

- Building Permits
- Certificates of Occupancy
- Existing Use Permits

BUILDING INSPECTOR/REGISTRAR OF VITAL STATISTICS (CON'T)

The vital statistics are not generally open to the public though a specific request for a copy of a death certificate may be honored. The birth and death records held in this office date back to the late 1800's.

Holdings:
- Birth Certificates
- Burial Permits
- Death Certificates

ENVIRONMENTAL HEALTH OFFICE
Town Hall
127 Mohawk Avenue
Scotia, NY 12302
(518) 372-4791
Mr. Albert Bodenstab

In addition to the records of the environmental health office, this office also holds duplicate copies of most of the records of the town health officer.

Holdings:
- Burning Permits
- Food Service Inspections
- Pool Inspections
- Rabies and Animal Bite Control Records
- Septic System Maps and Permits
- Water Sample Records (well-testing)

RECEIVER OF TAXES
Town Hall
127 Mohawk Avenue
Scotia, NY 12302
(518) 372-4791
Mr. Paul Shatley

This office keeps only the most current financial records of the town. At the end of each year the records are turned over to the school districts for their tax purposes or to the town clerk for storage.

Holdings:

- Account Books
- Cash Book (held for 2-3 years)
- Tax Receipts
- Tax Roll

TOWN CLERK
Town Hall
127 Mohawk Avenue
Scotia, NY 12302
(518) 372-4791
Mr. Robert Hood, Town Clerk
9:00-5:00 Monday-Friday (9:00-4:00 Summer)

All records kept in the town clerk's office are open to the public though individual requests must be submitted in writing. Documents may be copied at the rate of $.25 per page with the copies being provided within 48 hours of the original written request. Aside from the clerk's records, other records from various offices are kept including all information from the sewer and fire districts.

The following records are those that are physically located in the clerk's office covering the period from approximately 1960 to the present. Older records are kept separately in the basement of the building and were not accessible for inventory at this time.

TOWN CLERK (CON'T)

Holdings:

- Financial Records
  - Agreement with County of Schenectady-Extension of Taxes
  - Agreement with Village of Scotia-Police Dispatcher Services
  - Bids and Specifications
  - Bids for Computerized Tax Billing and Accounting Services
  - Budgets 1960-
  - Cancelled Bonds-Water Districts 11 and 5
  - Certiorari-Assessments 1960-
  - Contract for Health Officer Services
  - Contract for New Garage Facility 1973
  - Contract for Rental of Voting Machines
  - Exemption Certificates
  - Financial Statements of Bingo Operations
    - American Legion Post 1001
    - Greater Scotia-Glenville Junior Chamber of Commerce
    - Report of Bingo Fees Collected 1975-
    - Scotia-Glenville Junior Tartans
    - St. Joseph's Parish (Scotia)
  - Glenville Highway Department Employee's Association 1970-
  - Highway Transportation Bond
  - Performance Bonds
  - Performance Bonds-Released
  - Petitions for Assessment Review
  - Refund of Taxes 1961
  - Register of Indebtedness
  - Town Clerk's Account-Bank Statements 1966-
  - Town Clerk's Cash Book
  - Water District Contracts
- Minutes and Miscellaneous Records
  - Aerial Photographs
  - Annual Accident Analysis
  - Application for Annexation
  - Board of Appeals 1964-
  - Glenville P.B.A.
  - Letters of Resignation
  - Oaths of Office
  - Town Board Meeting Records 1890-1937
  - Town Board Minutes 1938-
- Ordinances, Laws, Regulations, Legal Matters
  - Abstracts of Audited Claims 1965-
  - Code of the Town of Glenville
  - Glenville Police Department-Members' Manual of Rules, Regulations, and Instructions
  - Insurance Policies 1968-
  - Judgments
  - Local Laws 1964-
    - Chief of Police-Delegation of Certain Powers
    - Code of Ethics
    - Conduct of Bingo Games

TOWN CLERK (CON'T)

Construction, Display and Maintenance of Signs
Disclosures by Town Officers and Employees
Establishment of Water and Sewer Department
Fire Prevention Code
Freshwater Wetlands Act
Junked and Abandoned Motor Vehicles
Noise Control
Outdoor Amusements and Theatrical Exhibitions
Publication of Ordinances
Storage and Disposal of Garbage and Refuse
Vehicle and Traffic Law
Proposed Zoning Ordinance 1963
Public Officials Bonds
Rules and Regulations-Police Patrolmen
Suburban Town Law
Town Ordinances 1967-
Allowing Partial Exemption
Building Construction Administration
Cable TV
Dog Ordinance
Individual Septic Disposal System
Removal or Repair of Dangerous or Unsafe Buildings
Rules and Regulations for Hemlock Hollow Park
Zoning
Planning and Zoning
Applications for Change of Zoning-Denied or Withdrawn
Applications for Change of Zoning-Granted
Applications for Variance-Granted
Correspondence in Reference to Rt. 50 Widening
Excavation Permits
Existing Use Permits
New Water Line for Town Hall 1966
Planning and Zoning Commission 1961-
Special Use Permits
Traffic Committee
Reports
Annual Report-Supervisor 1957-
Census Reports 1966, 1968, 1970
Financial Reports-Audits
Fire District Reports
Monthly Reports (all departments-current year)
Assessor
Building Inspector
Dog Warden
Health Department
Highway Department
Justice Carbin
Justice Gerding
Justice Uttberg

TOWN CLERK (CON'T)

Police Department
Receiver of Taxes and Assessments
Town Clerk
Town Hall
Water and Sewer Department

Monthly Reports (all departments-past years)
Assessor 1959-
Building Inspector 1951-
Health Officer 1951-
Highway Department 1957-
Justice Gerding 1972-
Police Department 1951-
Receiver of Taxes and Assessments 1962-
Town Clerk 1951-
Town Hall 1961-
Water and Sewer Department 1966-

Monthly Reports (other)
Conservation Licenses-Sales
Dog Licenses
Financial Report of Town Clerk to Supervisor
Kennel Licenses
Marriage Licenses

Report of Examinations 1957-
Water District Reports

Schenectady County Documents
Schenectady Board of Supervisors Proceedings 1955-1965
Schenectady Board of Representatives Proceedings 1966-

WATER DEPARTMENT
Town Hall
127 Mohawk Avenue
Scotia, NY 12302
(518) 372-4791
Mr. Walter Bethka

Most of the records for this office are held in the town clerk's office and will be listed there.

Holdings:
Maps of Sewer Districts
Maps of Water Districts

ASSESSOR
Town Hall
1335 Balltown Road
Schenectady, NY 12309
(518) 372-4890
Mr. Richard Strong

Tnis office holds most of the current assessment records of the town as well as maps dating back to the late 1800's.

Holdings:
- Assessment Books
- Assessment Roll
- Building Permits
- Maps
- Property List (by Section Lot, Blocks, Owners)
- Water and Sewer Assessments

PLANNING AND ZONING
Town Hall
1335 Balltown Road
Schenectady, NY 12309
(518) 372-2775
Mr. John VanLaak

This listing includes some of the records of the Public Works Department. The records date from about 1953 to the present.

Holdings:
- Board of Appeals Records
- Building Permits
- Certificates of Occupancy
- Construction Plans
- Environmental Reports
- Fire Inspection Reports
- Flood Control Records
- Planning and Zoning Board Meeting Records
- Record of Subdivision Lots
- Zoning Ordinance

PUBLIC WORKS DEPARTMENT
Town Hall
1335 Balltown Road
Schenectady, NY 12309
(518) 374-7871
Mr. Michael Mastropietro

The records listed here are from the Water and Sewer Department and the Plumbing Inspector, two divisions of the Public Works Department. They date from approximately 1940 to the present.

Holdings:

Assessment Rolls (Water and Sewer)
Plumbing Permits
Sewer and Water Extension Lines
Water Rents (Consumption)

TOWN CLERK
Town Hall
1335 Balltown Road
Schenectady, NY 12309
(518) 374-4960
Mrs. Alice Wagner, Town Clerk
9:00-5:00 Monday-Friday

Most of the records of the Town of Niskayuna, including many records generated by other town offices, are held in the town clerk's office. The records are open to the public though a specific document must be requested, generally in writing. Duplicating facilities are available at $.25 per copy.

A listing of the holdings in this office is not available. For information on any of these records contact the town clerk.

The town offices listed are those reporting record holdings other than those held by the town clerk. All are located at the town hall address.

ASSESSOR
Town Hall
Kelly Road
Princetown, NY 12056
(518) 355-5907
Mr. Paul Brozyna, Chairman

Holdings:
- Assessor's Annual Report
- Assessor's Field Book
- Certificate of Special Franchise Valuations
- Equalized Assessments
- Exemption Applications
  - Aged Exemption
  - Veterans Exemption

BUILDING AND SANITATION INSPECTOR
Town Hall
Kelly Road
Princetown, NY 12056
(518) 355-5907
Mr. Richard VanOort

Holdings:
- Building and Zoning Permits
- Special Use Permits

DOG WARDEN AND DOG ENUMERATOR
Town Hall
Kelly Road
Princetown, NY 12056
(518) 355-5907
Mr. William Rose

Holdings:
- Dog Licenses
- Records of Seizure

HIGHWAY DEPARTMENT
Town Hall
Kelly Road
Princetown, NY 12056
(518) 355-5907
Mr. Paul Eiser

Holdings:
Highway Department Account Books

SUPERVISOR
Town Hall
Kelly Road
Princetown, NY 12056
(518) 355-5907
Mr. Evan D. Gray

Holdings:
Banking Records
Fiscal Records-Account Books
Payroll Records
Personnel Records
Purchasing and Payment Records

TOWN CLERK
Town Hall
Kelly Road
Princetown, NY 12056
(518) 355-5907
Mr. Paul McClain, Town Clerk
6:00-9:00 Monday; 9:00-1:00 and 6:00-9:00 Tuesday;
9:00-4:00 Friday and 9:00-12:30 Saturday

Documents may be located by contacting the Town Clerk. Documents are open for inspection but duplicating facilities are not available.

Holdings:

- Assessment Roll and Statement of Complaints
- Birth and Death Records
- Budget Materials
  - Annual Estimate of Revenues
  - Preliminary Annual Budget
  - Budget Message
- Chattel Mortgages
- Conditional Sales Contracts
- Election Records
- Insurance Policies
- Licenses
  - Hunting
  - Fishing
  - Trapping
- Local Laws and Town Ordinances
- Marriage Records
- Peddler's Ordinance
- Reports
  - Monthly Reports of Town Offices
  - Planning Board Reports
- Tax Accounts and Receipts of Town Clerk
- Town Board Minutes (Town Board also sits as Health Board)
- Writ of Certiorari (copy)

ASSESSOR
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mr. John J. Macejka

Holdings:

- Aged Exemption Applications
- Annual Report of Exempt Property
- Annual Report to the State Board of Equalization and Assessment
- Appraisal of Damage by Domestic Animals
- Assessment Roll (property tax)
- Building Permits
- Certificate of Apportionment of Special Franchise Assessments
- Certificate of Special Franchise Valuations
- Certiorari Proceedings Case Folder
- Correspondence
- Field Book
- Grievances
- Real Property Transfer Report
- Tax Refunds and Cancellations
- Veterans Exemption from Real Property Tax, Applications
- Writs of Certiorari to Review Assessment of Special Franchise

COMPTROLLER AND BUDGET DIRECTOR
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mr. Louis Leggiero

Holdings:

- Banking Records
- Fiscal Records and Account Books
- Health Insurance Records
- Payroll Records
- Personnel Records
- Purchasing and Payment Records
- Social Security Records

HIGHWAY SUPERINTENDENT
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mr. John Deny, Jr.

Holdings:
Annual Highway Account Book
Inventory of Machinery, Tools and Equipment
Personnel Records
Report Showing Total Number of Town Highways

PARKS DEPARTMENT
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mr. Raymond LeGere

Holdings:
Records Pertaining to Youth and Aged Recreation Programs

PLANNING COMMISSION
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mr. Kenneth Dolan, Chairman

Holdings:
Planning Board or Zoning Commission Reports
Proceedings of Public Hearings

PUBLIC WORKS COMMISSIONER
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mr. Carlton E. Van Schaick

Holdings:

- Budget
  - Annual Estimate of Revenues and Expenditures
  - Annual Statement of Funds Needed for Fire Purposes
  - Budget Message
  - Budget of Special Districts Filed with Town Clerk
  - Monthly Departmental Budget Statements
  - Preliminary Annual Budget
  - Statistical Data Pertaining to Cost of Insurance
- Building and Zoning Records
  - Application for Certificate of Compliance
  - Application for Variance
  - Building Inspection Notices
  - Building and Zoning Permits
  - Maps, Plans, Specifications, Blueprints
  - Monthly Cooperative Report Submitted to New York Division of Housing of Building Permits and Local Public Construction
  - Notices of Condemnation
  - Notices of Existing Violations and Orders to Comply
  - Plumbing Inspectors Reports
  - Reports of Inspections of Unsafe Buildings
- Fiscal
  - Appropriation and Expenditure Ledger
  - Claims for State and Federal Reimbursement
  - Encumbrance Reserve Register
  - Receipt and Disbursement Ledger
  - Register of Claims Presented for Payment
  - Register of Transfer of Funds
- Property Inventory
- Purchasing Records
  - Capital Construction Plans
  - Contracts
  - Estimates
  - Maps
  - Purchase Requests
  - Requisitions
  - Specification for Materials, Supplies and Services

RECEIVER OF TAXES
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mrs. Paula Vianna

Holdings:
- Analysis of Daily Cash Receipts
- Cashiers Slips Showing Daily Receipts
- Check Stubs
- Daily Cash Record

TOWN CLERK
Town Hall
Rotterdam, NY 12303
(518) 355-7820
Mrs. Marie M. Blanchard, Town Clerk
9:00-5:00 Monday-Friday

Documents are available for inspection after an application to inspect records has been approved. Copies may be made for a fee of $.25 per page. The Town Clerk's Office will assist in locating records and has an inventory of other departments' records.

Holdings:
- Animal Records
- Birth and Death Registers 1912-present
- Bond Records
- Chattel Mortgages
- Conditional Sales Contracts
- Dog Licenses
- Election Records
- Insurance Policies
  - Employer's Liability
  - Property and Liability
  - Workmen's Compensation

TOWN CLERK (CON'T)

Licenses
- Auction
- Bingo
- Hawking and Peddling
- Hunting
- Fishing
- Marriage
- Restaurant
- Trapping
- Waste Collectors

Liens
Local Laws
Monthly Reports Fromm All Town Offices

BUILDING INSPECTOR/ENGINEER/SUPERVISOR OF PUBLIC WORKS
Zoar Court
Scotia, NY 12302
(518) 393-2159
Mr. William J. Adams, Supervisor of Public Works
7:30-4:00 Monday-Friday

The oldest records kept at the Zoar Court office date back to 1947. Older records are stored in the Village Hall vault or held in the village clerk's office. In many cases duplicate copies of current records are also held in the clerk's office.

Holdings:

- Building and Construction Permits
- Building Inspection Records
- Maps of Scotia
- NYS Department of Transportation Permits
- NY Telephone Co. Permits
- Niagara Mohawk Power Corp. Permits
- Sewer Permits
- Sidewalk Permits
- Water Tap Permits

VILLAGE CLERK/TREASURER
Village Hall
4 N. Ten Broeck
Scotia, NY 12302
(518) 374-1071
Mr. Richard Best, Village Clerk/Treasurer
9:00-5:00 Monday-Friday

Most of the current records of the Village of Scotia are held in the clerk's office. All records, except for certain vital statistics, are open for public inspection but no duplicating facilities are available. The records listed below are only those that are physically located in the clerk's office. Older records are kept in a separate vault and were not accessible for inventory at this time. Approximate dates are given when such data was obtainable.

VILLAGE CLERK/TREASURER (CON'T)

Holdings:

Financial Records

- Aged Exemption Applications 1968-
- Adopted Budgets (mimeographs)
- Assessment Applications
- Assessment Cards
- Audited Bills
- Bank Statements
- Bond and Internal Accounts
- Bond Anticipation Notes
- Bond Sale Coupons
- Cancelled Checks (Regular and Trust) 1956-
- Capital Fund
- Cash Receipts 1939-
- Deposit Slips (current only)
- Ledger of Receipts 1920-1929
- Master Water Meter Cards 1942-
- Military Exemptions
- Paid Vouchers 1962-
- Property Tax Receipt Register 1935-
- Receipts 1962-
- Repairs and Accounts
- Street Assessment Cards
- Tax Sale Certificates
- Village Cash Book 1920-1939
- Village Distribution Book 1926-1929
- Village Subledger 1929-1940
- Water and Sewer Assessments and Tax Records
- Water Rents

Minutes and Miscellaneous Records

- Board of Fire Commissioner-Minutes 1930-
- Board of Trustees Minutes 1928-1939
- Employee Records
- Index-Minutes
- Insurance Records
- Maps and Aerial Photographs
- Oaths of Office 1930-
- Register of Births
- Register of Deaths
- Registration Books
- Village Board Minutes 1951-

Ordinances, Regulations, Studies, Legal Matters

- Abstract of Claims 1972-
- Cablevision Ordinance
- Claims 1939-
- Contracts and Negotiations (all departments)
- Dog Ordinance
- Fire Prevention Code
- Nursing Home Regulations
- Old Ordinance Books 1904-

VILLAGE CLERK/TREASURER (CON'T)

Planning Studies (Brown and Anthony, city planners)
Population Studies (Male Associates, Schenectady)
Proposal Contract and Specifications-Chlorination Facilities (Male Associates, Schenectady)
Report on Wastewater Facilities (Metcalf and Eddy) 1/15/71
Resolution Establishing Water Rates
Rules and Regulations (all departments)
Sanitary and Plumbing Ordinance
Sewer Use Ordinance
Sign Ordinance
Swimming Pool Ordinance
Theater Licenses
Traffic Ordinances
Transcript of Complaint against Scotia Fire Chief Edward O. Lewis
Zoning Board of Appeals-Notices to Abutting Owners
Zoning Ordinances

Payroll Records
Cancelled Payroll Checks 1956-
NYS Health Insurance Payment Reports
Payroll Earning Records 1961-
Time Cards 1965-
W-2's, Federal and State Withholding Payments 1961-

File Drawers
Active File (contains information on a variety of topics including job applications, licenses, property transfers, correspondence, cable TV, chlorination, sewage treatment, bonds and resolutions, contracts, annual reports, bond issues, legal notices)
Inactive File (contains information on a variety of topics including bids, court actions, election results, local laws)

Note: In order to avoid needless duplication, the following listing is a compilation of the types of records school districts are required to hold. The list was derived from a comparison of the Records Retention and Disposition Schedule No. 1-S-1 for use by School Districts put out by the State Education Department-Office of State History and the actual holdings of several school districts.

Holdings:

Administration-Audit

Report of audit or examination by State comptroller of financial affairs of municipal corporation pursuant to section 35, General Municipal Law.

Report of audit or examination of financial affairs of a public corporation other than that made by the State comptroller.

Board of Education

Application to board of education or trustees for appointment as school district officer.

Designation by the governing body of a school district of the bank or other depository in which public funds are to be deposited.

Minutes of meetings of board of education or trustees and minutes of annual and special school district meetings, of both current and dissolved districts.

Budget

Copy of annual budget where the budget is part of the minutes of an annual or special meeting.

Statistical data pertaining to cost of insurance by type and by department or activity insured used as worksheets in preparation of the annual budget.

Annual estimate of revenues and expenditures submitted for inclusion in annual budget.

Census

Census and enrollment reports, census lists, and source cards.

Individual and family census cards when a complete annual school census list is not prepared.

Election

Petition nominating a candidate for board of education.

Notice of appointment of inspectors of election.

Voter registration records.

Employment Certificates

Application for employment certificates and permits (AT-17,AT-22).

Physical fitness certification for employment including notice of rejection of application (AT-16).

Employment certificates and work permits.

Report to State Education Department of employment certificates issued to minors.

SCHOOL DISTRICTS (CON'T)

Finance-Miscellaneous

Copy of annual or supplemental debt statement, submitted to the comptroller of the State of New York at a school district.

Annual financial statement on extraclassroom activities fund and report to Board of Education.

Distribution ledger showing itemized receipts and payments.

Voucher register showing numerical listing of vouchers.

Register of checks.

Deposit book for a closed checking account.

Cancelled savings bank pass book.

Duplicate deposit slips.

Cancelled check or other instrument of payment, such as bank check, warrent check, order check, and order to fiscal officer to pay when used as a negotiable instrument.

Bank certification statement.

Treasurer's cashbook.

Monthly financial report and preparation papers, including cash records.

Copy of annual report of financial condition of municipal corporation made to State comptroller pursuant to section 30, General Municipal Law.

Copy of annual financial report of the board of education or trustees.

Finance-Income

All records relating to the sale of bonds.

All records required in connection with Federal assistance as provided by P.L.815 and P.L.874, 81st Congress.

Bids for sale of used equipment.

Copy of annual worksheet for computing State aid.

Tax assessment records including tax assessment roll containing the warrant to collect taxes and information as to the payment of taxes.

Board of education report on tax levy.

Nonresident pupil's tuition account.

Copy of receipts issued by school district treasurer.

Finance-Purchasing and Paying

Specifications, bids, and contracts for capital construction and other purposes.

Copy of purchase requests, requisitions, estimates, and orders.

Invoices, packing slips, and claims for payment.

Order on fiscal officer to pay, including order to pay and warrant to pay.

Schedule of bills for payment.

Insurance

Property and liability insurance policies.

Records relating to workmen's compensation and employer's liability insurance.

Legal

Expired instruction contract made between two school districts providing for the instruction of children residing in one district by the second district.

Expired lease agreements.

SCHOOL DISTRICTS (CON'T)

Payroll
- Copy of Annual Report to the New York State Teachers Retirement System showing list of teachers who are members of the system, salaries, and rates of contribution.
- Copy of information extracted from the payroll and furnished the New York State Employees' Retirement System each payroll period.
- Quarterly report of wages paid prepared for social security purposes.
- Payroll report for payroll period showing absences and substitutes.
- Employee's and employer's records of federal and state taxes.
- Original and duplicate copy of the payroll.

Personnel-General
- Annual Report of Professional Positions and Applications for Excuse of Default (TC-50).
- Periodic report of noncertified personnel to local Civil Service Commission.
- Contracts for personnel services.
- Employment applications and other personnel records.

Personnel-Health Insurance
- All records relating to enrollment, coverage, and claims.

School Building Use
- Form requesting use of school facilities (building, equipment, or grounds).

School District
- File copy of posted or published notice of annual or special meeting of school district.
- Copy of agenda of business to come before annual or special school district meeting.
- Copy of application to Board of Regents for approval of bond issue.
- Proof of publication, including notice, of annual or special school district meeting.
- Copy of notice of appointment or election to a school district office made by board of education or trustees to person appointed or elected.
- Resignation of school district officer.

School Lunch
- Copy of school lunch program agreement.
- Free and/or reduced price school lunch policy that relates to the school lunch program agreement.
- Annual application for participation in the National School Lunch program.
- Monthly claim for reimbursement for National School Lunch program and special milk program.
- Periodic cafeteria food inventory.
- Copy of menu for school cafeteria.
- Special milk program agreement.

SCHOOL DISTRICTS (CON'T)

Statistical Reports
- Copy of annual statistical report of the board of education and forms previously used for this purpose.
- Supervisory and Officer records.
- Periodic instructional activities or progress report made by teacher, special teacher, or department head to supervising principal, superintendent of schools or board of education.
- Annual, monthly, or special reports made by the supervising principal or superintendent of schools to the board of education.
- Clerk's monthly report to the board of education.
- Treasurer's monthly report to the board of education.

Transportation
- Transportation request made to board of education by parents of children attending nonpublic schools.
- Copy of annual transportation routing data.
- Transportation contract between board of education and private carrier which is approved by the Division of Educational Management Services and used as a basis for apportionment of State aid, including affidavit of publication of notice regarding transportation contracts, notice to bidders, and proposal or bid for described transportation.

Instruction-Academic Record
- Individual pupil cumulative academic achievement record card.

Instruction-Adult Education
- Annual adult education report.

Instruction-Athletics
- Official score books for sporting events.

Instruction-Attendance
- Parents consent for pupil to participate in specific activity and written excuse for absence.
- Register of attendance.
- District annual attendance report.
- Other periodic attendance reports.

Instruction-Curriculum
- Application to State Education Department for approval of special course of study including homemaking, driver education, and industrial arts.

Instruction-Diplomas
- Certificate of Regents high school and college entrance diplomas issued and certificates of duplicate Regents high school and college entrance diplomas issued.

Instruction-Examinations
- Principal's report of Regents examinations.

Instruction-Guidance
- Pupil personnel inventory folder.

SCHOOL DISTRICTS (CON'T)

Instruction-Handicapped Children
- Summary program report for physically handicapped children or report on special classes for mentally handicapped children and all superseded forms used for similar purposes and forms used for obsolete procedures relating to these programs.
- Application for approval of special instructional services for emotionally disturbed children.
- Copy of annual report of physically handicapped children.
- Copy of annual report of mentally retarded children.

Instruction-Health Service
- Copy of annual health service personnel record.
- Copy of health, physical education, and recreation annual report.
- Cumulative pupil health record.

Instruction-Instructional Program
- Elementary and Secondary Education Act of 1965 applications, evaluations, periodic reports, and summaries.
- State-aided vocational training program records.
- Copy of elementary school report.
- Report on program of early secondary education.
- Copy of annual secondary school report.

Instruction-Psychological Services
- Psychological reports.

Instruction-Scholarships
- Copy of Regents scholarship examination records.

Instruction-Summer School
- Application for approval of summer elementary or summer secondary school.
- Attendance report.
- Report of public summer secondary school.

Instruction-Textbooks
- Textbook application for nonpublic schools.

Equipment and Plant Operation

Buildings
- School fire inspection report.
- Fire drill instructions.
- Vandalism report.
- Building maintenance schedules and reports.

Equipment
- Performance guarantees.
- Inventories of equipment.

DUANESBURG CENTRAL SCHOOLS
Rt. 7
Delanson, NY 12053
(518) 895-2580
Mr. Guider, Supervising Principal
7:30-4:00 Monday-Friday

Assistance in locating records is available during school hours. Duplicating facilities are available.

MOHONASEN CENTRAL SCHOOL DISTRICT
1930 Curry Road
Schenectady, NY 12306
(518) 355-6000
Mr. Henry J. Muller, Assistant Superintendent for Business
8:30-4:00 Monday-Friday

Specific documents may be viewed following a written request. Duplicating facilities are available at the rate of $.25 per copy.

NISKAYUNA PUBLIC SCHOOLS
Van Antwerp Road and Dexter Street
Schenectady, NY 12309
(518) 382-2603
Mr. Anthony P. Spataro, School Business Administrator
8:00-4:00 Monday-Friday

A written request to view a particular document is generally required. Duplicating facilities are available.

ROTTERDAM-DRAPER UNION FREE SCHOOL DISTRICT
Draper Avenue
Schenectady, NY 12306
(518) 377-6958
Mr. Krempa, Superintendent
7:30-4:00 Monday-Friday

A complete list of documents kept by the school district is available from the superintendent's office. Duplicating facilities are also available.

SCHALMONT CENTRAL SCHOOLS
401 Duanesburg Road
Schenectady, NY 12306
(518) 355-6110
Mr. Stephen Perillo, Business Administrator
7:30-4:00 Monday-Friday

A request to view a particular document must be submitted in writing. Duplicating facilities are available.

SCHENECTADY CITY SCHOOL DISTRICT
108 Brandywine Avenue
Schenectady, NY
(518) 370-8101
Mr. Abba, Superintendent
7:30-4:00 Monday-Friday

Documents may be viewed upon written request to the superintendent's office. Duplicating facilities are available.

SCOTIA-GLENVILLE CENTRAL SCHOOLS
1 Warden Road
Scotia, NY 12302
(518) 382-1222
Mr. Cecil Ellithorpe, Business Administrator
8:00-5:00 Monday-Friday

Specific documents may be viewed following a written request. Duplicating facilities are available at the rate of $.10 per copy.

DUANESBURG CHRIST EPISCOPAL CHURCH
Duanesburg, NY 12306
(518) 895-2732
Mrs. Ruth Thayer, Vestry Clerk
By appointment only

Due to the fact that the church has no minister at the present time, all records are kept at Mrs. Thayer's home. Materials are available for perusal and for hand-copying. Borrowing of records is permitted with the permission of the Church Board. Records before 1948 are kept at the Albany Institute of History and Art and at the Cathedral of All Saints in Albany.

Holdings:

Births	1848-
Marriages	1848-
Deaths	1848-

FIRST REFORMED CHURCH
Union and Church Street
Schenectady, NY 12305
(518) 377-2201
Mrs. Pontius, Church Member
(518) 374-1965 (home phone)

Historical material is in the process of organization. Some early material written in Dutch may soon be translated into English. Assistance in retrieving desired information is available. No duplicating facilities are available.

Holdings:

Charter from George II granting establishment of Church	1734
Deaths	1683-1865
Deeds and Mortgages	17th-18th Centuries
Inventory of Archival Holdings	
List of Marriages	1683-1865
List of Members	1695-1800
Wills	18th Century

FIRST UNITED METHODIST CHURCH
603 State Street
Schenectady, NY 12307
(518) 374-4403
Ms. Mildred Crary, Secretary
9:00-5:00 Monday-Friday

This collection is open to the public and duplicating facilities are available.

Holdings:

Baptismal Records (1842-1916 and Current Records)
Birth Records (1842-1916 and Current Records)
Death Records (1900's and Current Records)
Marriage Records (1840-1910 and Current Records)

NISKAYUNA REFORMED CHURCH
3041 Troy-Schenectady Road
Schenectady, NY 12309
(518) 785-5575
Mrs. Hart, Secretary
9:00-3:00 Monday-Friday

Duplicating facilities are available. The publication, "A Serving People," is a history of the Niskayuna Reformed Church. It is illustrated and copies are available at $2.50 each.

Holdings:

Baptismal Records (1790-1837 and Current Records)
Birth Records (1790-1837 and Current Records)
Death Records (1790-1837 and Current Records)
Marriage Records (1790-1837 and Current Records)
A Serving People 1966

PRINCETOWN REFORMED CHURCH
Giffords Church Road
Princetown, NY 12306
(518) 355-0794
Mrs. Ruth I. Taylor, Church Secretary
8:00-12:30; 1:30-4:00 Monday-Friday

The church secretary will make records available to anyone making inquiries. Duplicating facilities are available.

Holdings:

Births	1824-
Marriages	1824-

ST. GEORGE'S CHURCH
30 North Ferry Street
Schenectady, NY 12305
(518) 374-3163
Rev. Charles R. Henery, Assistant to the Rector
Hours by appointment

Duplicating facilities are available. Some historical material is on display; most are in boxes in the church vault.

Holdings:

Annual Register for Births	1767-late 18th Century
Church Registers (listing baptisms, confirmations, marriages, communicants)	1759-
Deeds to Church Property	late 18th Century-
Parish Record of Baptisms	1783-
Parish Record of Births	1767-
Parish Record of Burials	1771-
Parish Record of Marriages	1771-

SCOTIA FIRST REFORMED CHURCH
224 North Ballston Avenue
Scotia, NY 12302
(518) 393-1521
Mrs. Ehrcke, Church Secretary
8:30-4:30 Monday-Friday

Records are accessible through the church secretary, who will allow anyone to examine and hand-copy materials. There are no duplicating facilities. The records cover the period from 1835 to the present.

Holdings:
- Baptisms
- Deaths
- Marriages

SECOND REFORMED CHURCH
3 Morris Avenue
Schenectady, NY 12308
(518) 374-0212
Mr. Stannard Butler, Church Historian
9:00-2:00 Monday-Friday

This collection is open to the public. Duplicating facilities are available.

Holdings:

Baptismal Records (1851-1950 and Current Records)
Birth Records (1851-1950 and Current Records)
Death Records (1851-1950 and Current Records)
Marriage Records (1851-1950 and Current Records)

STATE STREET PRESBYTERIAN CHURCH
5 Catherine Street
Schenectady, NY 12307
(518) 374-2684
Reverend Booth, Pastor
9:00-3:00 Tuesday-Friday

This collection is open to the public and duplicating facilities are available.

Holdings:

Baptismal Records (1869-1884 and Current Records)
Birth Records (1869-1884 and Current Records)
Death Records (1869-1884 and Current Records)
Marriage Records (1869-1884 and Current Records)
Reports of Governing Board Meetings 1924-

SCHENECTADY BUREAU OF MUNICIPAL RESEARCH
101 State Street
Schenectady, NY 12305
(518) 374-1343
Mr. Steve Woods, Head of Bureau
9:00-5:00 Monday-Friday

Historically, the Bureau's purpose was to do objective research and to prepare reports for the municipality at a time when the city did not have the resources to perform these tasks adequately. Today, the Bureau is a one-man operation affiliated with the Chamber of Commerce and is used by those interested in comparing municipalities for business purposes. The Bureau is not a municipal agency, but is basically a tax supported independent organization. Material is loaned at the discretion of the Head of the Bureau.

Holdings:

City Files
- Proposed Budget 1957
- Capital Budget 1971-74
- Charter (latest copy)
- City Plan 1970, 1971
- Code
- Downtown Development Plan 1969-70
- Proposed City School Budgets 1960-67
- Schenectady Master Plan 1968

County Files
- Airport Report 1967
- Budget (Proposed) 1963-
- Bus Operation 1967
- Capital Improvement Program 1969-74
- Comprehensive Program 1966
- Fiscal Structure 1966
- Glenville Preliminary Budget 1968
- Mohawk River Front 1967
- Niskayuna Budget 1969
- Niskayuna Comprehensive Plan 1964
- Zoning Ordinances

SCHENECTADY COUNTY BAR ASSOCIATION
612 State Street
Schenectady, NY 12307
(518) 377-1821
Ms. Eleanor Smith, Librarian
9:00-5:00 Monday-Friday

This collection is open to the general public. Duplicating facilities are available. The librarian will refer the patron to information, but will offer no interpretation. The librarian will answer no telephone inquiries.

Holdings:

Board of Representatives Proceedings	1954-
City Code of Rules and Regulations	
County Charter	

SCHENECTADY COUNTY HISTORICAL SOCIETY
32 Washington Avenue
Schenectady, NY 12305
(518) 374-0263
Mrs. Elsa Church, Archivist/ Geneologist
1:00-4:00 Monday-Friday

The collection is open to all, but non-members are charged a $1.00 fee to use the facilities. Students, however, are not charged. Duplicating facilities are available at the rate of $.15 per page. Materials that cannot be duplicated in-house will be sent to a professional reproduction service; cost for this service varies. The archivist also maintains a correspondence service for a fee of $3.00 per hour.

Holdings:

- Board of Contract and Supply Proceedings 1904-07, 1910-13, 1928-31
- Board of Estimate and Apportionment Proceedings 1904-15, 1917, 1928-32, 34
- Board of Supervisors Journal 1874-76, 1888-1910, 1912-27, 1931-34, 1944, 1947-48, 1950-52, 1954, 1957-68
- Census (County) 19th Century
- Charters of the City and Principal Other Laws Relating to the Government 1862, 1876, 1897-98, 1915
- Church Records
  - Duanesburg Christ Episcopal Church
    - Baptisms 1794-1868
    - Deaths 1794-1863
    - Marriages 1794-1868
  - Duanesburg Reformed Presbyterian Church
    - Church Register (Baptisms) 1808-1949
  - Niskayuna Reformed Church
    - Baptisms 1790-1837
    - Deaths 1790-1837
    - Marriages 1790-1837
  - Princetown Reformed Church
    - Births 1814-1941
  - Schenectady First United Methodist Church
    - Baptisms 1842-1916
    - Marriages 1840-1910
  - Schenectady Second Reformed Church
    - Baptisms 1851-1950
    - Deaths 1851-1950
    - Marriages 1851-1950
  - Schenectady State St. Presbyterian Church
    - Baptisms 1869-1884
    - Marriages 1869-1884

SCHENECTADY COUNTY HISTORICAL SOCIETY (CON'T)

Scotia 1st Baptist Church
Registers and Records July 1, 1840-May, 1906
Scotia 1st Reformed Church
Baptisms 1835-1942
Deaths 1835-1942
Marriages 1835-1942
Common Council Proceedings 1854-91, 1943-48, V.1 Minutes 1950-
Directories (City) 1857-1966 (not published in years 1916, 1922, 1932, 1944, 1946, 1948, 1950, 1955)
Manuscripts (Includes over 2,000 Deeds and over 5,000 Items classified as Legal Manuscripts covering such areas as Leases, Mortgages, Maps, Surveys, Resolutions Relating to the Disposal of Land, Records of Subscriptions, Notes, Bonds, Wills, Powers of Attorney)
Public Records of Schenectady
Account Book of the Monies Received by the Treasurer for the Mayor, Alderman and Commonality of Schenectady 1790-1827
Account Book of the Village of Schenectady 1705-1795 (Hand-written in Dutch)
Account Book of Schenectady 1821-1834
Book of Licenses and Permits Granted by Joseph Yates, Mayor of Schenectady 1800-1807
Financial Records (16v) 1707-1859
Accounts of the City Treasurers Abram Swits 1759-79
and Jacob Swits 1821-35
Minutes of Meetings of the Trustees of the Town of Schenectady 1792-98
Records of Quit Rents Payable to the Trustees 1738-1831 (4v.)
Records of Receipts
Miscellaneous Records (Includes Certification of Appointment, Oaths of Office, Extracts of Minutes of Proceedings of Justices of the Peace, the Common Council, Town Ordinances, etc.)
Records of the Common Schools of Schenectady and Princetown 1844-51
Records of the Schenectady Fire Dept. 1824-70
(8v.; Includes Rosters of Fire Companies 1824-65, 4v. and Membership and Minute Books of the Neptune Fire Engine Co., No.4 1843-70, 4v.)
Records of Votes Taken in Schenectady for Governor, Senators, and Members of Congress 1799-1826
Records of Votes for Members of Assembly 1799-1822
Tax Records
Assessment Rolls of the Real and Personal Estates in the First Ward of the City 1803, 1816
Tax Lists 1-18/19 1751-
Time Book of the Schenectady Police Force 1866-70

SCHENECTADY COUNTY HISTORICAL SOCIETY (CON'T)

Real Estate Records 1661- (Includes Papers Relating to Land Transactions in Schenectady and Vicinity, Deeds and Mortgages, Leases, Inventories, Appraisals, Agreements, Letters, Patent, Confirmations of Indian Grants, Petitions, Depositions, Records of Litigation, Accounts of Survey)

School District Records

Duanesburg School Census	1859-1900 (Various Years Missing)
Glenville School Census	1858-1900 (Various Years Missing)
Niskayuna School Census	1857-1899 (Various Years Missing)
Princetown School Census	1876-1900 (Various Years Missing)
Rotterdam School Census	1859-1900 (Various Years Missing)

UNION COLLEGE LIBRARY
Union Street
Schenectady, NY 12308
(518) 370-6281
Reference Desk
8:30-11:00 Monday-Thursday; 8:30-10:00 Friday; 9:00-5:00 Saturday; 12:00-11:00 Sunday

The documents located at Union College are both circulating and building only; materials are indicated as such in the card catalog. The reference desk will provide assistance in locating materials. Copying for non-circulating items is available. Other than Union College students, only graduate students and faculty members affiliated with a college or university participating in the Capitol District Library Council Open Access Program are allowed to borrow materials.

Holdings:

Board of Contract and Supply Proceedings 1905-10, 1922-35
Board of Education Annual Report 1854, 1856, 1872-5, 1902-3
Budget 1939, 1942-44
Board of Elections
Enrolled Voters 1959
Board of Estimate and Apportionment Proceedings 1904-35
Board of Representatives Proceedings 1966-68, 1969-73 pt.1
Board of Supervisors Proceedings 1860/61-1875, 1895, 1898, 1904, 1913-21, 1925-1932 (pt.1 only for these yrs.), 1933 pt.2, 1934-35 pt.1, pt.2, 1936-53 (pt.1 only for these yrs.), 1954-65
Building Code Committee
Building Code of the City of Schenectady 1941-
Bureau of Municipal Research
Bulletin 1933, no.6-8, 10-15, 17-18; 1934, no.2-4, 6-16; 1935, no.1-25; 1936, no.23; 1937, no.1-3, 5-6, 8-24; 1938, no.2, 4-15, 17-18; 1939, no.1-10; 1940/43, no.2, 4, 6-11; 1945, no.1-4; 1946, no.1-3
Research Brevities 1940/42, no.1-21, 23-100; 1942/48, no.101-102, 104-136, 138-173, 175-200; 1948/54, no.201-202, 204, 208-211, 216-217, 228-236, 238, 240, 250-274
Bureau of Sewage Treatment Annual Report 1955
Bureau of Water Annual Report 1913/14, 1914/15, 1917/18, 1919/20
City Directory 1841/42, 1841/63 (lv.), 1964/66, 1868/69, 1871, 1873, 1875-80, 1883/84, 1886-1915, 1917-21, 1923
City Planning Commission
Comprehensive City Plan prepared by Harland Bartholomew and Associates 1948
Off-street Parking Plan 1948
Preliminary Report on Housing 1947

UNION COLLEGE LIBRARY (CON'T)

Preliminary Report on Major Streets 1924
Preliminary Report on Transportation 1948
Urban Renewal and Relocation Plan 1958
Urban Renewal Project 1957-59

Common Council Proceedings 1854-75, 1878-79, 1886-88, 1890-95, 1902, 1904- for all of these yrs., v.1 only; 1905, v.1-2; 1906-09, v.1-2; 1910, v.1; 1911-1916, v.1-2; 1917, v.1; 1918-45, v.1-2; 1946-48, v.2; 1949-70, v.1; 1913-37 (3v.) index

Department of Water Annual Report 1871-72, 1956-57

Fire Department
Charter, By-Laws and Regulations 1866
Laws Relating to the Fire Department 1840

Laws and Ordinances
1817 Laws of the State of NY Relating to the City and Laws and Ordinances of the Common Council
1824 Laws of the State of NY Relating to the City and Laws and Ordinances of the Common Council
1833 Laws of the Common Council Passed Since 1st June 1833
1847 Charter and Other State Laws Relative to the City and By-Laws of Mayor, Recorder and Alderman
1855 Revised Charter of the City...Together with the City Ordinances
1862 Charter...Published by the Common Council
1876 Charter...and Acts of the Legislature Relating Thereto, and Ordinances Adopted by the Common Council

Schenectady and Scotia Directory 1924-31, 1933, 1935, 1936-43, 1945, 1947, 1949, 1951-54, 1957/58-63/64, 1966, 1968

Superintendent of Schools
Proposed Tentative Budget of the Superintendent of Schools to the Board 1953-65
Miscellaneous Scattered Reports (Retrospective)

GLOSSARY

ABSTRACT - a summary, that which gives the essence or principal parts of a larger thing or of several things.

ACQUISITION FILE - record of items acquired by an agency.

AFFIDAVIT - a written statement, confirmed by the oath of the party making it, which is made or taken before an officer having authority to administer such an oath.

APPELLATE BRIEF - a written or printed legal argument dealing with the question or questions which are brought before the reviewing court in the record of the lower court proceedings.

APPROPRIATION - a legislative action which results in a specific amount of money being set aside to take care of a specific demand. It can also refer to the taking of private property for public use under the power of eminent domain.

ASSESSMENT - determination of the base to be used in establishing the amount of money to be paid in taxes to the local governmental unit.

ASSESSMENT ROLL - a list of separately assessed parcels of real property containing for each its assessed valuation, tax exemptions, names of abutting streets, owner's names, and area.

ASSUMED NAME CERTIFICATE - document which must be filed (where required by law) with the county clerk when a business is being conducted under a name other than the real name of the owner. This document must contain the name under which the business is being done and the true or real full name of the owner.

BID - offer to enter into a contract.

BILL OF PARTICULARS - used to inform the accused of the nature of the charge against him.

BLOTTER BOOK - the desk record book, kept in the Police Department, in which all daily events are recorded.

BOND - an obligation in writing which binds one of the parties involved to pay a specific sum of money upon the happening of an event to the other party.

BOND ANTICIPATION NOTES - may be issued by any municipality, school district or district corporation in anticipation of the sale of bonds. They may be issued whenever bonds have been authorized with the proceeds from the notes going only for the same object or purpose as the proceeds from the sale of the bonds.

BOND COUPON - attached to a bond which is not registered in the name of the owner on the books of the corporation of government issuing it. The interest on this kind of bond is paid on the basis of the coupons or certificates attached to it, the appropriate one being detached and forwarded to the paying agent as each interest payment becomes due.

CANVASS BOOKS - records of votes cast in particular elections.

CERTIORARI - appeal directed toward a reviewing body, asking it to consider the action of a subordinate body.

CHATTEL MORTGAGE - mortgage on an article of personal property.

CLAIM - assertion of a demand or the challenge of something as a matter or right. When used in a statute concerning claims against the state and providing for their enforcement by suit, the term is comparable to "cause of action."

COMMISSIONER OF DEEDS - a person appointed by either the Common Council or the New York Secretary of State empowered to take proof and acknowledgment of all written instruments (i.e., deeds) and to administer oaths.

CONSTITUTIONAL TAX DEBTS AND MARGINS - refers to the maximum amount of money which the municipality is permitted to spend.

COURT AND TRUST FUND REGISTER - record of money and securities paid, transferred, or deposited, or ordered to be so paid, transferred, or deposited into the court.

DISPOSITION FILE - record of each piece of property sold or otherwise disposed of by the Schenectady (City) Urban Renewal Agency.

ESTATE TAX - tax on the privilege of transmitting property of a decedent upon his death; the amount is measured by the value of the property transmitted.

EXECUTION - applies to the process used to carry into effect the final judgment of the court and to the writ which authorizes the officer to carry into effect the judgment.

EXEMPTIONS - apply to the aged and military veterans in regard to the amount of property tax they have to pay.

FARM NAME - any farm owner in New York is entitled to have the name of his farm and description of lands to which said name applies recorded in a register kept for that purpose in the office of the county clerk of the county in which said farm is located. The owner is to be furnished with a certificate setting forth the name and description of the land. No two farms in the same county may have the same name.

FIELD BOOK - field or work copy of the assessment roll.

IDENTIFICATION FILES - kept by the Police Department; includes photographs, fingerprint sheets, and arrest records.

IMPROVEMENT MAP - map showing new sewers and easements.

INVESTIGATION FILES - kept by the Police Department; records of closed cases involving felonies, misdemeanors and petty offenses.

INDICTMENT - a formal, official charge, in writing, found and presented by a grand jury.

LIS PENDENS - a pending suit.

LOCAL LAWS - sometimes known as special laws: A law which is special to place, persons, or things. It operates on a special class other than the general public.

MINOR ORDINANCES - regulations concerning trash, weeds, etc.

MULTIPLE RESIDENCE - any dwelling other than a one or two family dwelling.

ORDINANCE - local law or regulation made by an authorized governmental unit; differs from the general laws of the state or country.

PATROL CAR LOG - record of events occurring during a police officer's tour of duty.

PATROON CERTIFICATE - an honorary certificate which is awarded to outstanding citizens by the City of Schenectady.

PERFORMANCE BOND - a bond executed by a successful bidder which guarantees that bidder will perform the entire contract after he executes it.

PETITION - complaint brought by one party against another.

PROPERTY RECORD CARD - description and sales records of individual properties.

PROPERTY TAGS - records of claimed or unclaimed property held by the Police Department.

QUIT RENT - rent paid by the tenant after which he is free of any debt to the owner.

QUITCLAIM - as a verb it has to do with releasing or relinquishing a claim; as a noun it is a release or acquittance given to one man by another in regard to any action that he has or might have against him.

RESOLUTION - declaration of the will of a group, an expression of opinion.

REHABILITATION FILE - a record of properties rehabilitated or improved by or with the assistance of the Schenectady (City) Urban Renewal Agency.

RELOCATION FILE - records of persons and families relocated by the Schenectady (City) Urban Renewal Agency.

SEALER OF WEIGHTS AND MEASURES - individual charged with testing all weighing and measuring devices used commercially in New York State at least twice a year.

SIGNS - regulations controlling the size of signs in residential areas.

SPECIAL USE - administrative label put on a procedure where ultimately a property owner is given permission to put his property to a use allowed under conditions specified in the zoning regulations. It may be granted only where it is authorized by the zoning ordinance and upon proof that the standards imposed by the ordinance have been met.

STREET CARD - record of street and sewer repairs done by the Schenectady (City) Service Bureau.

SURETY - one who guarantees payment of another's obligation.

SURROGATE - the name given, in some states, to the judge or judicial officer who handles the administration of probate matters, guardianship, etc.

TAX LIEN - claim against a taxpayer's property for payment of delinquent taxes.

TAX ROLLS - assessed values of properties.

TRAFFIC TROUBLE LOG - record of problems with traffic signals.

TOPOGRAPHY - detailed description of the physical features of a region.

TRANSFER TAX - a tax on the transfer of or succession to property.

UNIFORM COMMERCIAL CODE - the codification into one document of many of the laws governing various commercial transactions. It has been adopted by individual states at different times during the past couple of decades.

VARIANCES - of two types; a use variance allows a property owner land use other than that allowed by zoning regulations; an area variance permits the property owner to deviate from prescribed structural or lot area restrictions.

VOUCHER - where used in connection with disbursement of money, a written or printed instrument in the nature of a bill of particulars, account, receipt, or acquittance, that shows on its face the fact, authority, and purpose of disbursement.

WARRANT - a writ or order issued by an authorized officer, directed to a constable, or other proper person, requiring him to arrest the person named in the warrant who is charged with committing some offense, and to bring him before the officer issuing the warrant or some other proper officer.

WARRANT OF ATTACHMENT - summary provisional remedy involving taking from a debtor the custody of his property.

APPENDIX

THE COMMITTEE ON PUBLIC ACCESS TO RECORDS

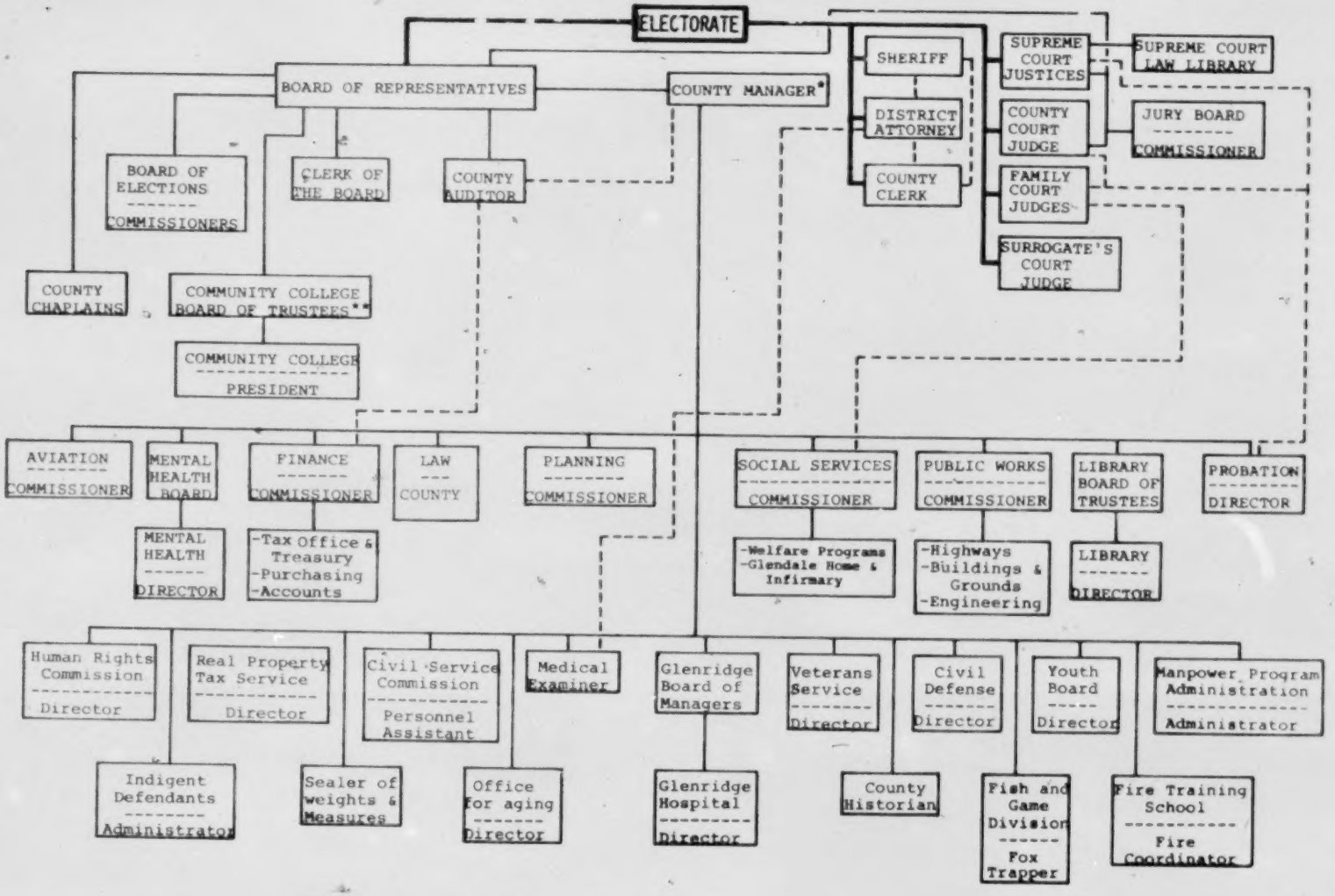
Users of this directory should be aware that under the Freedom of Information Law, which went into effect on September 1, 1974, any person has the right to inspect and copy the records of all units of state and local government in New York. Also, the Open Meetings Law, which became effective on January 1, 1977, will affirm one's right to be present at all meetings, and to observe the actions of those public officials engaged in the making of public policy.

The Committee on Public Access to Records has been charged to assist citizens in obtaining state and municipal records. The Committee renders oral and written advisory opinions, attempts to mediate when disputes arise, and will provide other assistance, as deemed necessary. Any questions regarding these laws should be referred to:

Robert J. Freeman, Executive Director
Committee on Public Access to Records
162 Washington Avenue
Albany, New York 12231

Pocket guides explaining the Freedom of Information Law will be sent upon request.

GOVERNMENT OF THE COUNTY OF SCHENECTADY



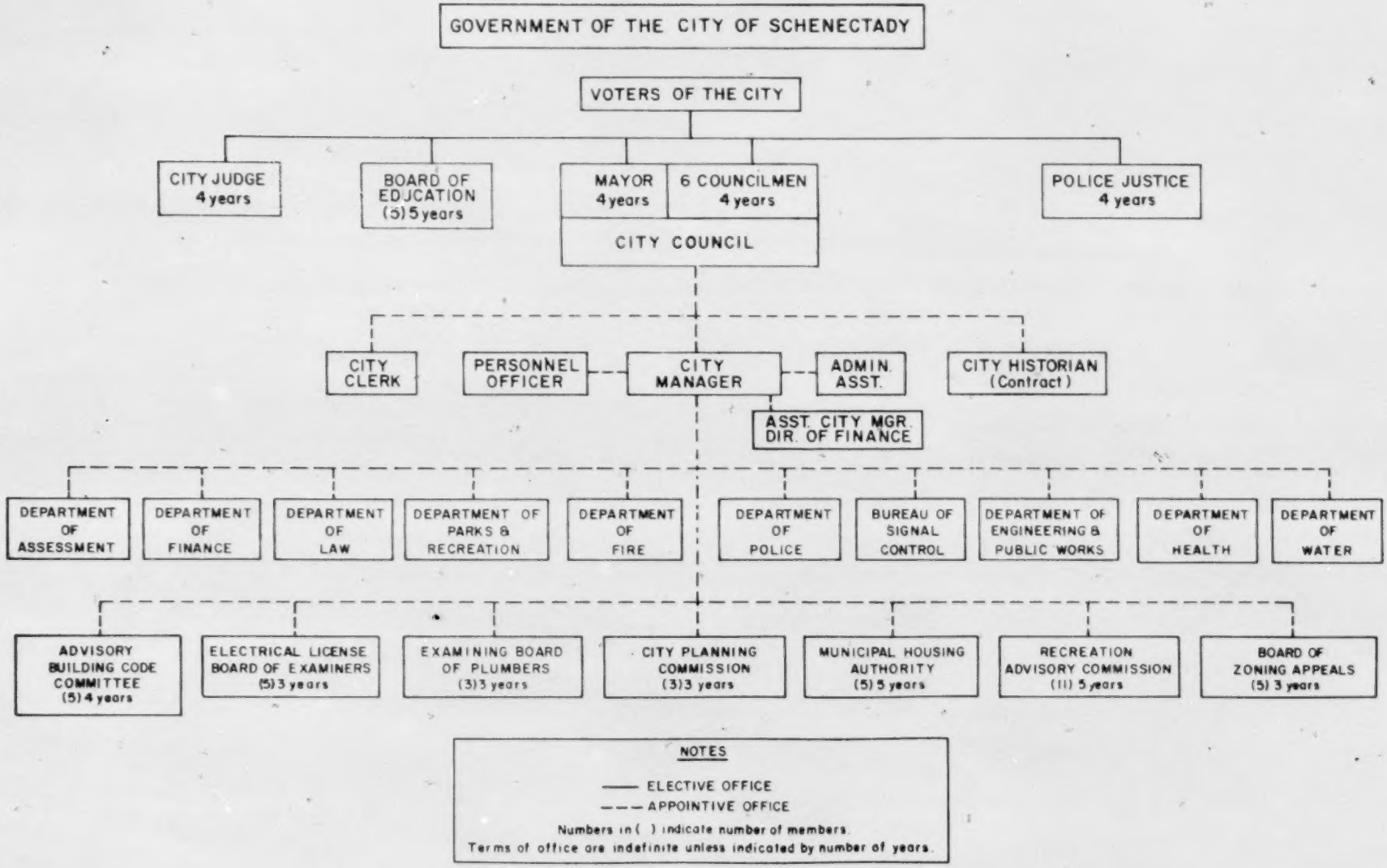
*Most Manager appointments subject to Board of Representatives confirmation.

**Five members appointed by Board of Representatives, four appointed by Governor.

Election

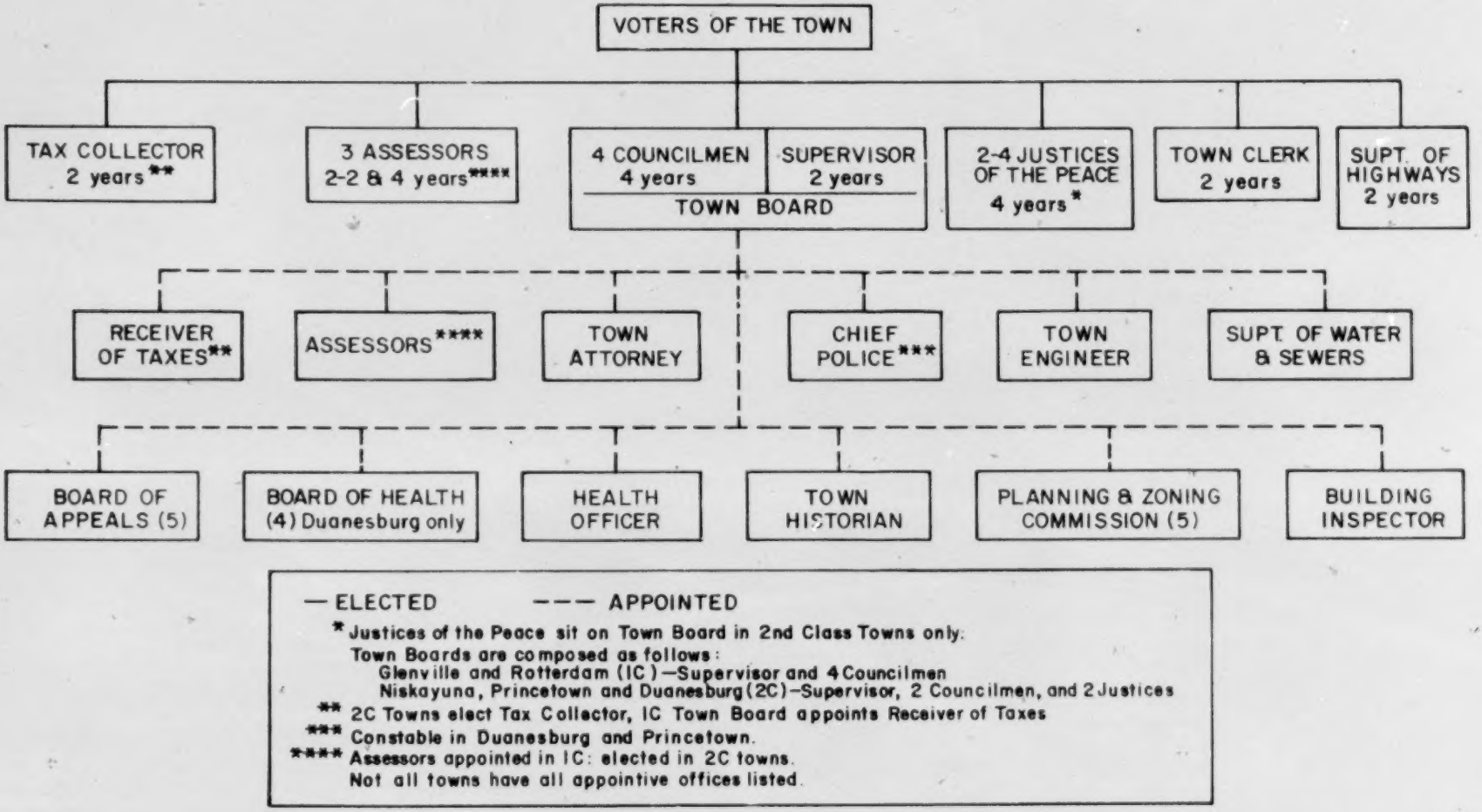
Appointment

Special Service or Coordination


GOVERNMENT OF THE CITY OF SCHENECTADY
VOTERS OF THE CITY
CITY JUDGE 4 years
BOARD OF EDUCATION (5) 5 years
MAYOR 4 years
6 COUNCILMEN 4 years
CITY COUNCIL
POLICE JUSTICE 4 years
CITY CLERK
PERSONNEL OFFICER
CITY MANAGER
ADMIN. ASST.
CITY HISTORIAN (Contract)
ASST. CITY MGR. DIR. OF FINANCE
DEPARTMENT OF ASSESSMENT
DEPARTMENT OF FINANCE
DEPARTMENT OF LAW
DEPARTMENT OF PARKS & RECREATION
DEPARTMENT OF FIRE
DEPARTMENT OF POLICE
BUREAU OF SIGNAL CONTROL
DEPARTMENT OF ENGINEERING & PUBLIC WORKS
DEPARTMENT OF HEALTH
DEPARTMENT OF WATER
ADVISORY BUILDING CODE COMMITTEE (5) 4 years
ELECTRICAL LICENSE BOARD OF EXAMINERS (5) 3 years
EXAMINING BOARD OF PLUMBERS (3) 3 years
CITY PLANNING COMMISSION (3) 3 years
MUNICIPAL HOUSING AUTHORITY (5) 5 years
RECREATION ADVISORY COMMISSION (11) 5 years
BOARD OF ZONING APPEALS (5) 3 years
NOTES
—— ELECTIVE OFFICE
– – – APPOINTIVE OFFICE
Numbers in ( ) indicate number of members.
Terms of office are indefinite unless indicated by number of years.

TOWN GOVERNMENT IN SCHENECTADY COUNTY

First Class Towns: Glenville, Rotterdam, and Niskayuna after January 1, 1962
Second Class Towns: Duanesburg, Princetown



— ELECTED --- APPOINTED

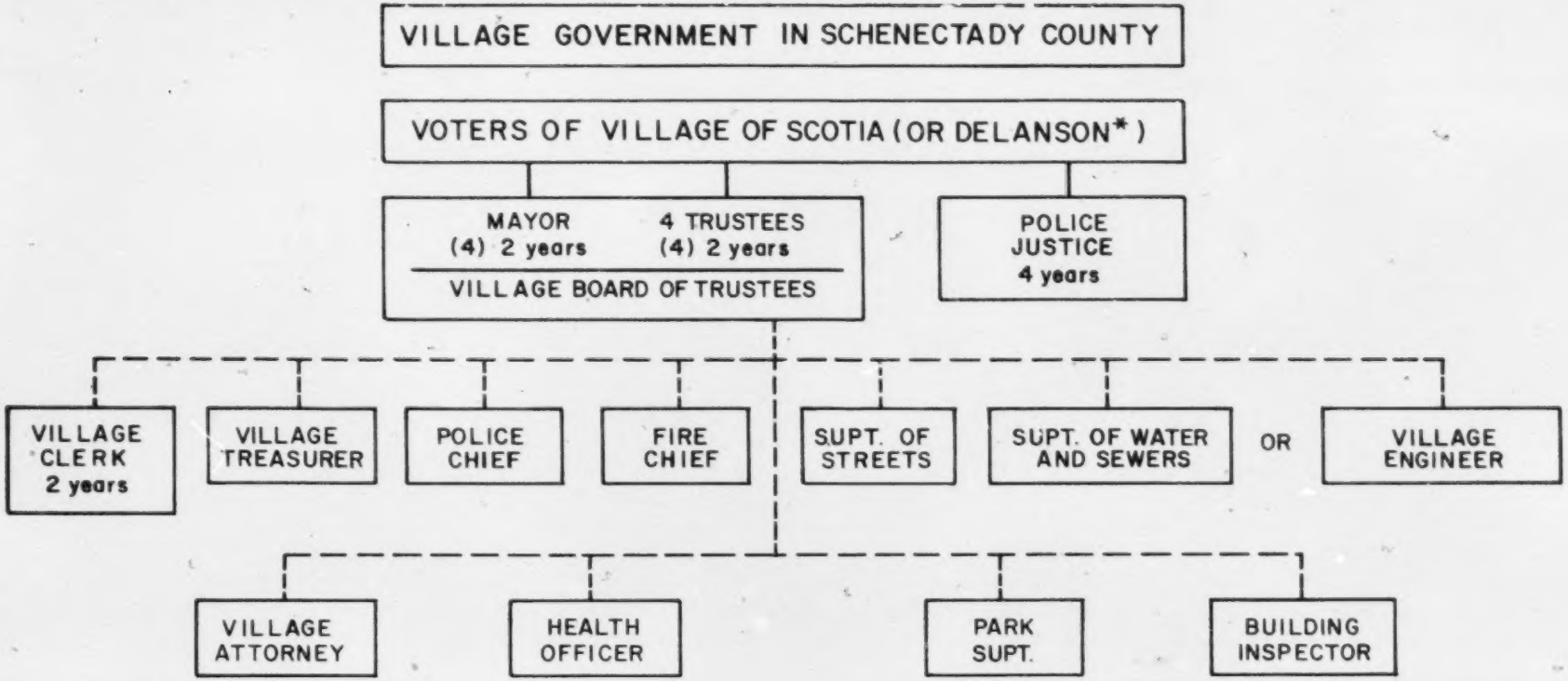
* Justices of the Peace sit on Town Board in 2nd Class Towns only.
Town Boards are composed as follows:
Glenville and Rotterdam (1C) — Supervisor and 4 Councilmen
Niskayuna, Princetown and Duanesburg (2C) — Supervisor, 2 Councilmen, and 2 Justices

** 2C Towns elect Tax Collector, 1C Town Board appoints Receiver of Taxes

*** Constable in Duanesburg and Princetown.

**** Assessors appointed in 1C: elected in 2C towns.

Not all towns have all appointive offices listed.



--- APPOINTED — ELECTED

*The structure of government of Delanson is similar to that of Scotia with the following exceptions: Treasurer and Clerk combined for Scotia; one person in Scotia now holds the positions of Village Engineer, Building Inspector and Plumbing Inspector.

1. The Mayor is elected for 2 years.
2. There are only 2 Trustees on the Village Board
3. The only officers appointed by the Board are Village Clerk and Treasurer.
4. Delanson forms a consolidated health district with Duanesburg: the district has a Board of Health appointed by the Town Board of Duanesburg.
5. Delanson depends on State Police and County Sheriff.

INDEX

abandoned vehicles 48

accident reports 31, 58

adoption records 10, 32, 35

affidavits 9

aging claims 17

airport plans 15

annual reports 2, 12, 28, 29, 41, 42
see also individual departments

appeals 9, 11, 14, 44

appellate briefs 14

arrest information 14

assessment
city 36, 38
Delanson 68
Duanesburg 71
Glenville 73
Niskayuna 81
Princetown 84
Rotterdam 87
Scotia 94

assumed names 8, 9

atlases 8

auctions 46
county tax 17

audits
city 49
county 7

bail bonds 8, 9

bid sheets 39

bill of particulars 14

birth records
city 65
Delanson 70
Duanesburg 72
Glenville 74
historical 104-112, 115, 116
Princetown 86
Rotterdam 90
Scotia 94

blotter book 57

board of appeals 44

board of representatives 2, 12, 114, 118

bonds
city 49
county 8, 9

budgets
city 28, 41, 43, 118
county 7, 12, 28
schools 96
see also individual departments

building inspector
city 37
Glenville 73
Scotia 93

building permits
city 37
Delanson 68
Duanesburg 72
Niskayuna 81
Princetown 84
Rotterdam 87, 89
Scotia 93

building plans, county 15

burial permits 74

canvas books, county 1

census
county 8, 115
schools 96, 117
state 10

certiorari action, city 17

charters
city 28, 41, 114, 116
county 2, 12, 21, 114

chattel mortgages 9
Princetown 86
Rotterdam 90

child support 25

child welfare 32

churches
historical records 104-112, 115-116

City of Schenectady
code 41, 114
commissions 43
common council minutes 42
comprehensive plan 44
council proceedings 39, 43, 52
directories 12, 29, 116, 119

civil actions 10

claims
city 41, 50
county 17, 18

code of ordinances 21, 29

common pleas, minutes 9

conservation reports 9

construction funds 15

consumers 6, 46

contracts
city 39
county 12, 26
Glenville 76

conviction records 8-10, 14

cooperative extension 6

coroner's report 9

court
family 16, 33
minutes 9, 41

court and trust ledger 17

credit union reports 17

criminal
convictions 8, 9
reports 31

daycare services 32

debtors 9

death records
city 65
county 13
Delanson 68
Duanesburg 71
Glenville 74
historical 104-112, 115-116
Princetown 86
Scotia 94

deeds 8, 9, 17, 27, 105, 116

directories, city 12, 29, 119

divorce decrees 34

docket books 40, 56

drug abuse 17, 22

employment 32
statistics 30

enrollment, political parties 1, 5

equal rights 20

estate tax 8, 17

evictions 51

executions 8, 9, 51

explosive license 31

family court 16, 33

farm name 8

fatal files 14

finance records
city 49, 63
county 8, 17, 18
Delanson 69
Duanesburg 71
Glenville 76, 77
historical 116
Princetown 84
Rotterdam 87
Scotia 94

fire records 59, 62, 116, 119

firemen's exemptions 9

food stamps 33

foster care 32

garnishes 18, 31

Glendale home 19

Grand jury 17

handicapped children 33, 100

health inspections 48
Glenville 74

highways 15, 71
maps 8
Rotterdam 88

historical records 41-2, 104-112, 115-119

home appraisals 64

housing records 50, 53, 64
low-income 55

human rights commission 20, 23

income maintenance 33

incinerator reports 48, 66

indictments 11, 14

Index of Public Records of Albany County 9

inquests 9

inspections
building 37
fire 59
health 48, 74
plumbing 55

jail records, city 57

judgment docket 9

judgments 9-10

jury
grand 14
lists 4, 17

labor market 30

land
inventory 27
use 23

landfill records 66

law library 21

leases, city 50

legal records 50

licenses
city 39, 46, 59
county 31
Duanesburg 72
Glenville 78
Princetown 84, 86
Rotterdam 90, 91

liens 8, 9

lis pendens 8

low-income housing 53

maintenance records, city 60

manuscripts 112

maps 23, 24, 38, 42
aerial 23, 62, 93
city 23, 38, 47
county 8, 10, 15, 23
highway 8
tax 27, 38, 47, 73
town 73, 78, 81, 93, 94
underground 47, 62, 78
zoning 24, 37

marriage licenses
city 39, 52
county 8, 9
dissolution of 8
Duanesburg 72
Glenville 78
historical 104-112, 115-116
Princetown 86
Rotterdam 91

mayor 43, 52

medicaid 17, 33

mental health 18, 22

military exemptions 9

minutes
city 43
county board 12
Duanesburg 72
Glenville 76
Scotia 94

mortgages 8-10, 18

municipal research 113, 118

names, assumed 8, 9

natural resources
planning 23

naturalization 8, 10

New York State Identification and Intelligence System 14

notaries 8

notes of issue 10

oaths 8, 1(

ordinances
city 21, 29, 37, 39, 43, 47, 57, 67
code of 21, 29
Glenville 76
historical 118
Scotia 94

organization chart 24

parking tickets 63

parks
city 54
plans 15

partnerships 10

passports 8, 10

paternity petitions 34

patroon certificates 52

payroll records 18, 49

permits 46
  building
    city 37
    Delanson 68
    Duanesburg 72
    Glenville 73
    Niskayuna 81
    Princetown 84
    Rotterdam 89
    Scotia 93
  city 37, 48
  pistol 10, 31, 57
  road building 15

personnel records, city 10, 43

planning
  city 28, 44
  county 15, 23, 24
  Delanson 68
  Glenville 77
  Niskayuna 81
  Rotterdam 88

plumbing records 55

police
  records 42, 57
  reports 14

political party enrollment 1, 5

polling locations 1

probation records 16, 25

Proceedings of the Council of the City of Schenectady 39

property
  executions 31
  records 31, 37, 38, 50, 64
    historical 116
  sales 27
  tax 27, 38

public assistance 32

public works
  city 47, 60
  county 15
  Niskayuna 82
  Rotterdam 88, 89
  Scotia 93

purchasing records
  city 45, 60, 61, 62
  county 26

quit claim deeds 18

quit rent leases 8

recreation 54
  plans 23, 24

rehabilitation files 64

rental records 53

restaurant inspection 48

revenue sharing 18

revenue ledger, county 18

roads 15

Rotterdam ledger 10

rule book, county 9

sales, conditional 9

sailor discharges 9

Schenectady County Board of Representatives Proceedings 2, 12, 114

schools 96-100
- academic record 99
- board of education 96, 118
  - elections 96
- budget 96
- census 96, 117
- curriculum 99
- enrollment 96
- finance 97, 98
- historical records 117
- plans 23, 24
- statistical reports 99
- transportation 99

searches 9

sealer of weights and measures 12, 46

sewage treatment 61

sewer records 9, 15, 24, 60
- Glenville 78
- Niskayuna 82
- Scotia 93, 94

snow control 60

social services 19

soil conservation districts 15

soldier discharges 9

state tax warrants 10

street
- lists 1
- repairs 60

subpoena ducestecum 9

support payments 25, 34

Supreme Court
- cases on appeal 10
- Library 21
- minutes 9

taxes
- city 49, 63
- county 17, 18
- Glenville 75
- historical 116
- mortgage 18
- Princetown 86
- Rotterdam 87, 89
- warrant, state 10
- withholding 18

tort liability claims 50

traffic
- plans 23
- reports 58, 62

trial transcripts 14

undertaking, bonds of 8

uniform commercial code 9

urban renewal 23, 64

utilities
- permits 15
- plans 23

vendors license 46

voting records 1, 5
- Delanson 68

wage assignments 10

warrant of attachment 9

waste collection 66

water records 15, 24, 60, 67
- Glenville 78
- Niskayuna 82

weather statistics 61

weights and measures 12, 46

welfare 17, 32-34

wills 35
historical 105

women's rights 20

workmen's compensation cases 50

zoning information
appeals 44
Glenville 77
maps 24, 37
Niskayuna 81
ordinance 29, 39, 113
plans 23
Princetown 84
records 44
Rotterdam 88, 89
Scotia 95